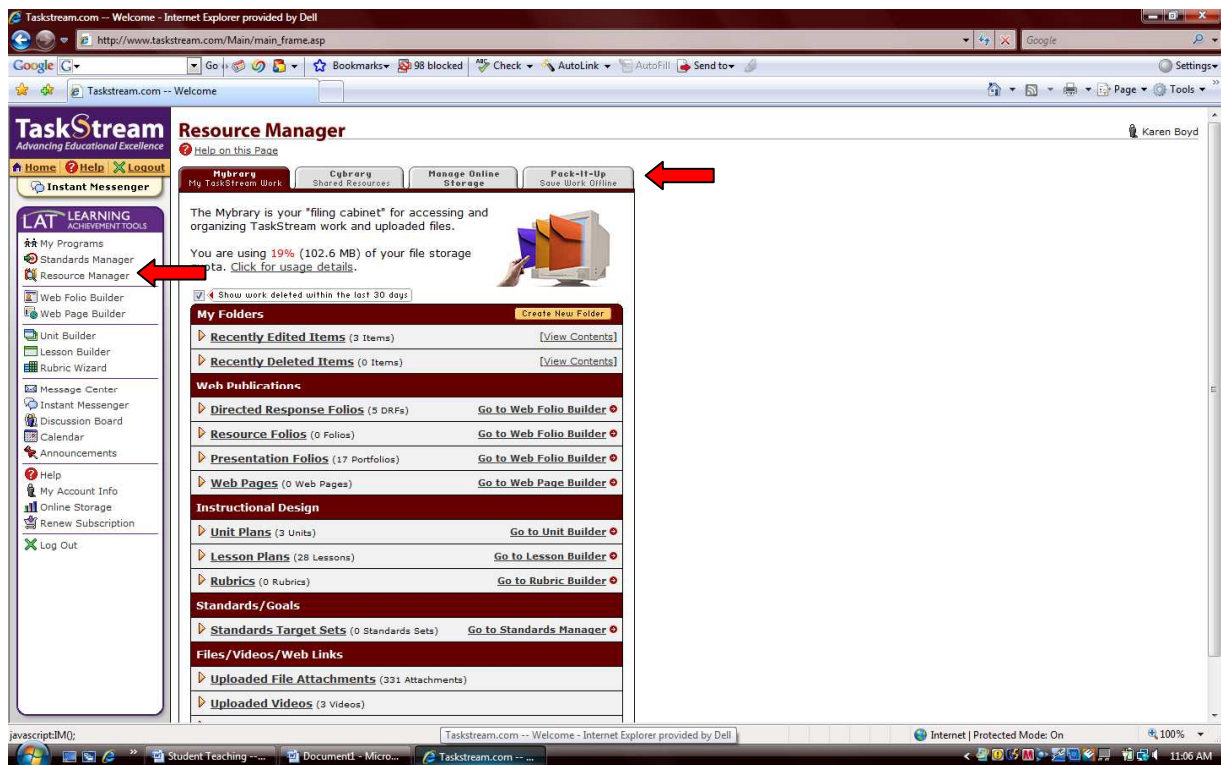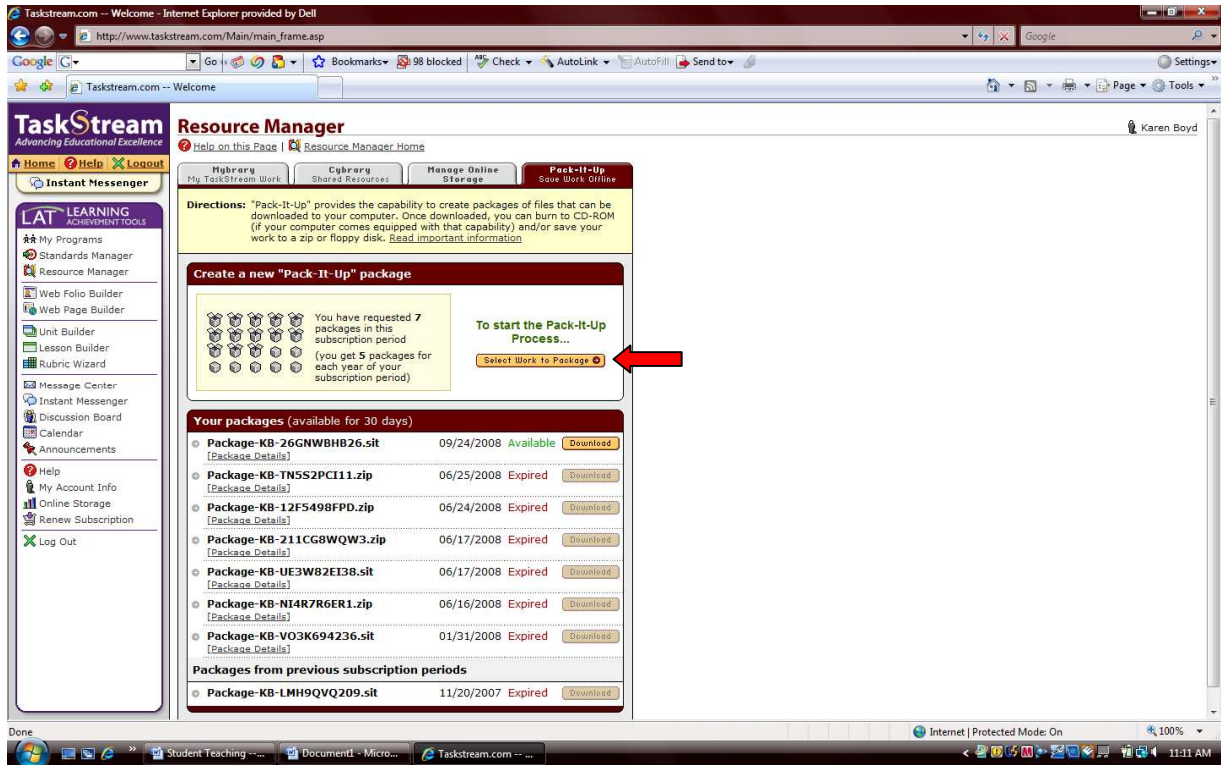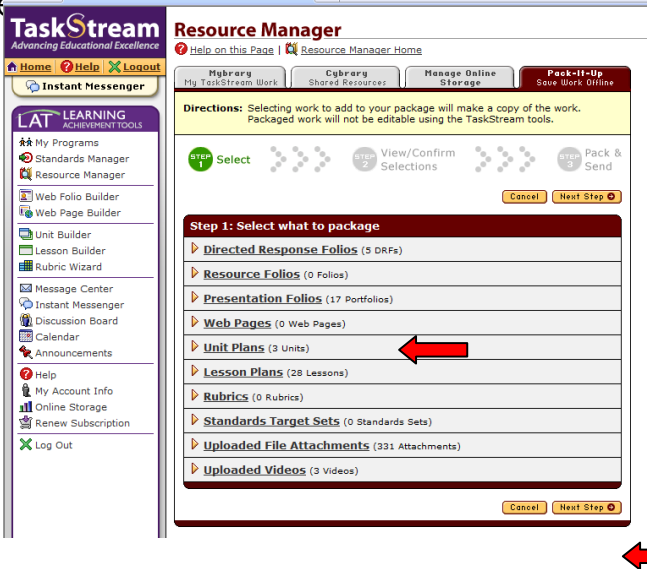# Creating a Showcase Portfolio C.D.

At the end of student teaching it will be necessary for you to export your showcase portfolio, burn it onto a C.D., and turn it in to your university supervisor. This can be done in TaskStream by going to your "Resource Manager" within TaskStream. Once you have clicked on the Resource Manager, choose the tab across the top that says "Pack-It-Up". You will be packing up a package of your work that is already in TaskStream. A showcase portfolio is a very large file and will have to be packed up by TaskStream in a compressed file format. This will also require you to uncompress the portfolio after downloading. This tutorial will assist with the steps to follow.

The next step is to select the work you would like TaskStream to package. This is done by clicking on the tab for selecting work.
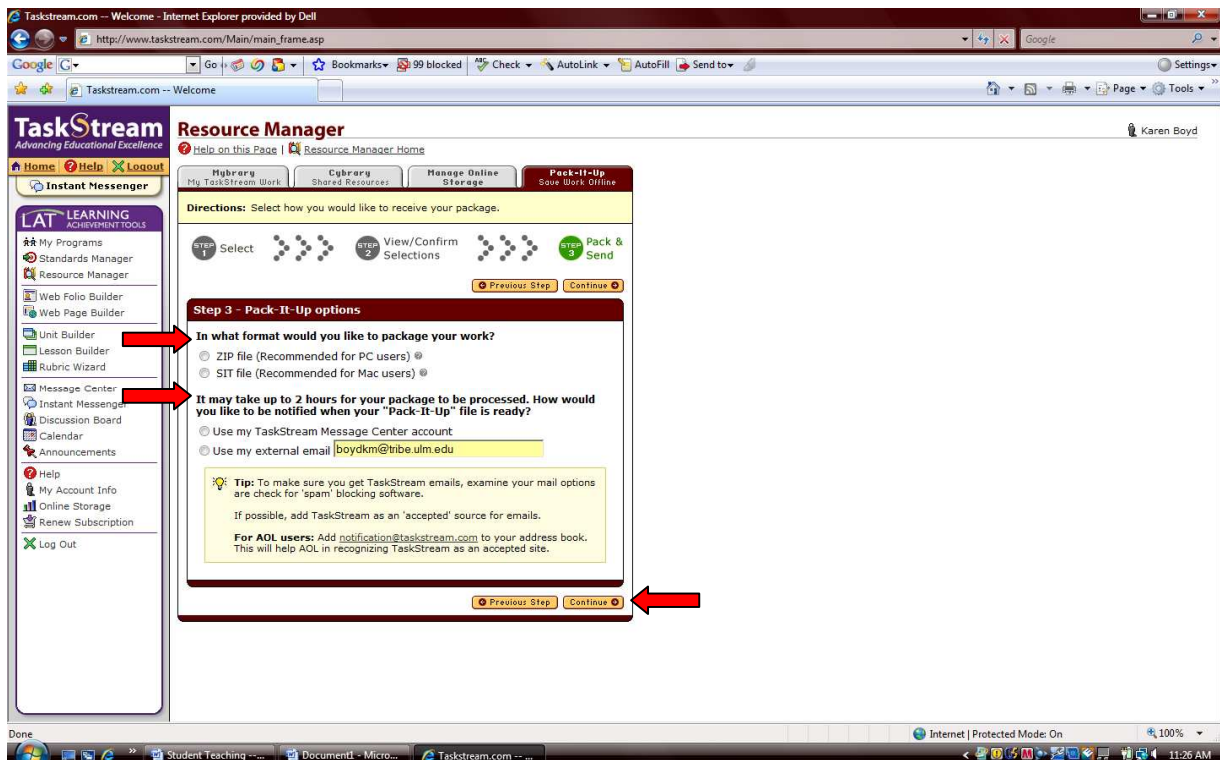


You will then be asked what type of work you want to package. Your showcase portfolio is a presentation portfolio, so you will click there and click next step.
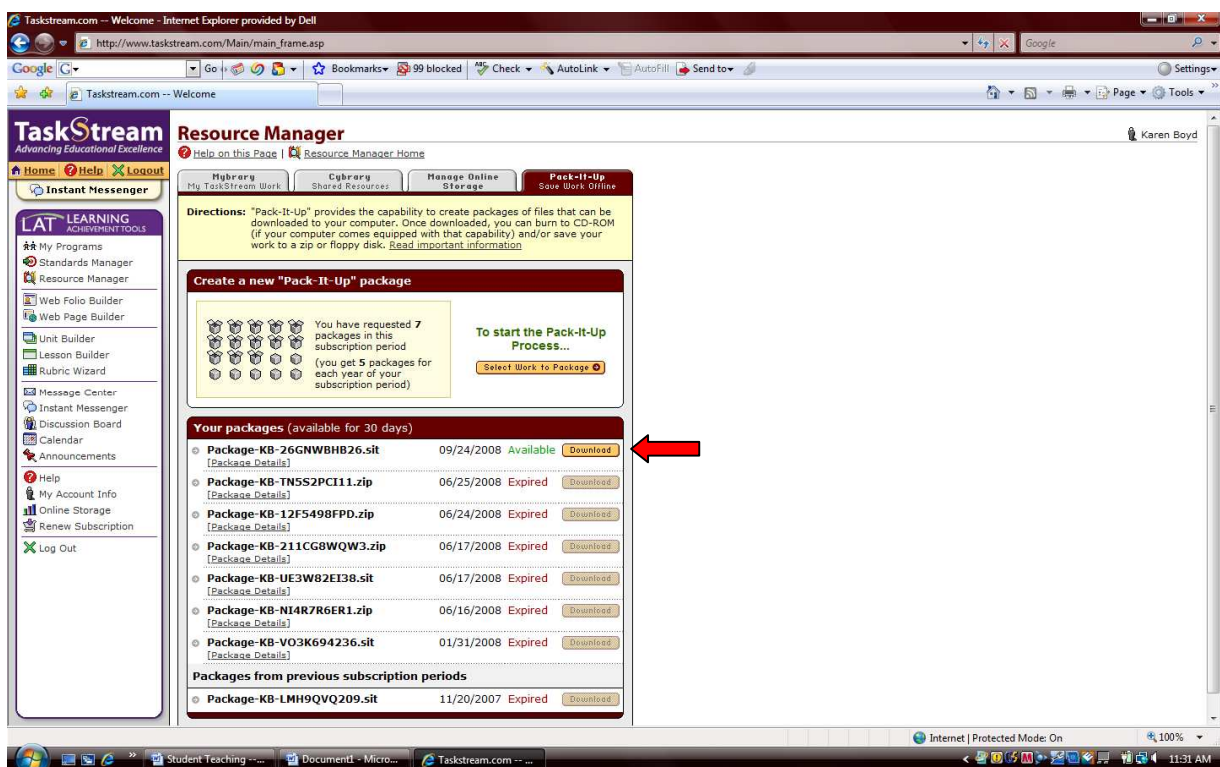
The next step will be to choose the presentation portfolio you want packaged, check the box, and click next step.

TaskStream will confirm your selection and then ask you to choose the type of file you need your work to be packaged into. If you are using a computer with a Windows operating system, you will choose a zip file. If you are using a computer with a Macintosh operating system, you will choose a sit file.

You will also be asked how you would like TaskStream to notify you that they have completed the task of packing up your work. You can use the message system within TaskStream or your external email. The process will take approximately 2 hours.

After you have been notified that your package is ready, you can return to the Resource Manager and download the package. It may be best to download it to your desktop so it will be easy to locate.



Remember that the package of your work is compressed in a zip or sit file which will not be readable without being uncompressed. The last step is to use a software program to uncompress the file before you burn it onto a C.D. Your computer may already have this type of software on it. If not, there are several free software options available for download. If you have a computer with a Windows operating system, you can download Peazip to uncompress your package. There are other options for Windows operating systems

that are only trial versions like Winzip and Stuffit.  If you have a computer with a Macintosh operating system you can download Unarchiver to uncompress your package.  Stuffit also has a trial version available for Macintosh computers.  If you prefer not to download the software, you may visit the Digital Media Studio and receive assistance with this process.  The computers in the DMS are already equipped with the necessary software for this process.

You may visit the following websites to obtain open source (free) software to allow you to uncompress your file.

www.opensourcewindows.org   Windows Operating System

www.opensourcemac.org        Macintosh Operating System