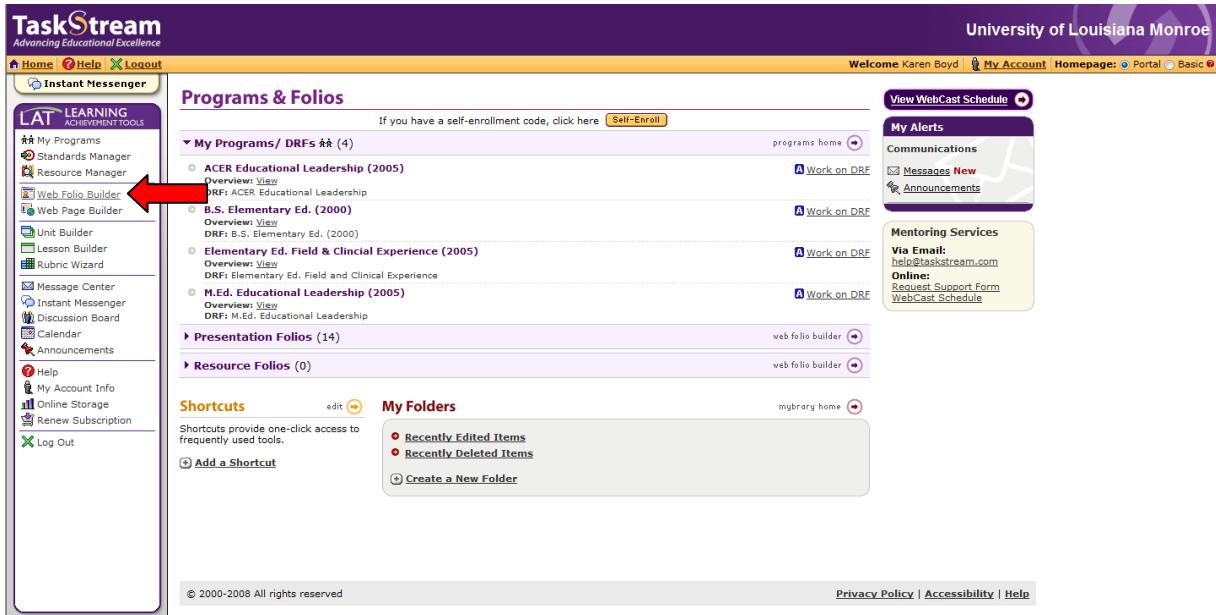


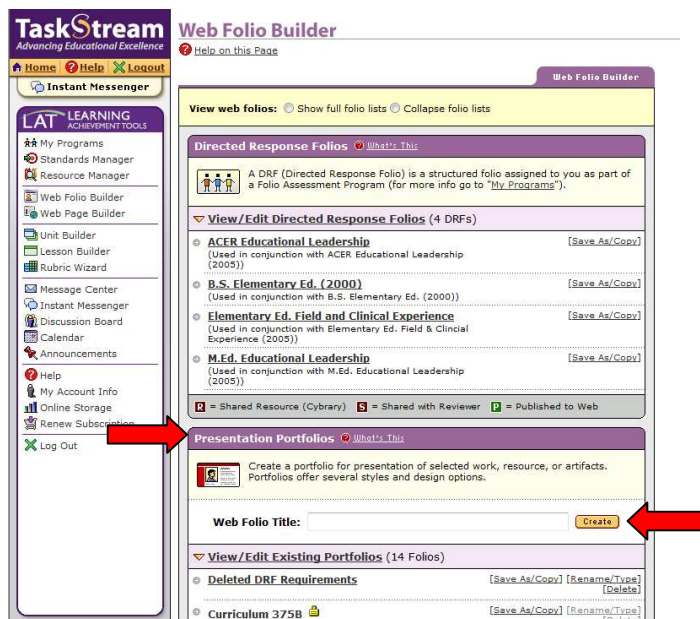
## Creating an Electronic Portfolio Using the Web Folio Builder

In order to create an electronic portfolio in TaskStream rather than compiling your work in a binder, you must use the “Web Folio Builder” within TaskStream. You can find this tool at the left hand side of the screen after you have logged into TaskStream.

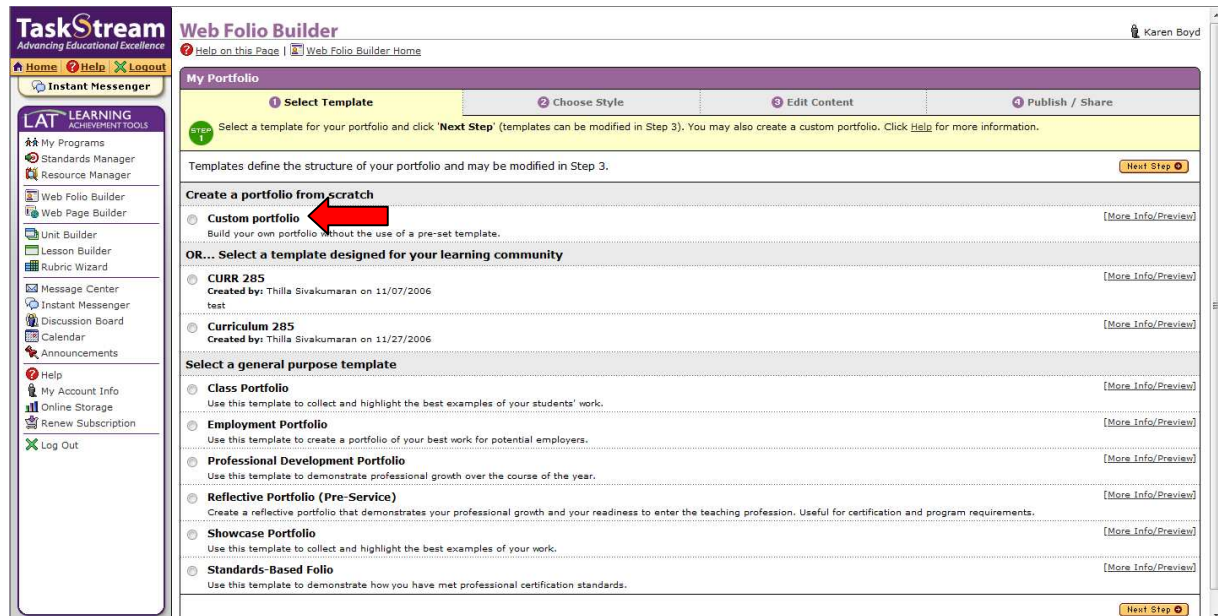


The “Web Folio Builder” is a tool in TaskStream to help you create and manage electronic portfolios for all your courses. Once you open the Web Folio Builder, it is time to begin the building process.

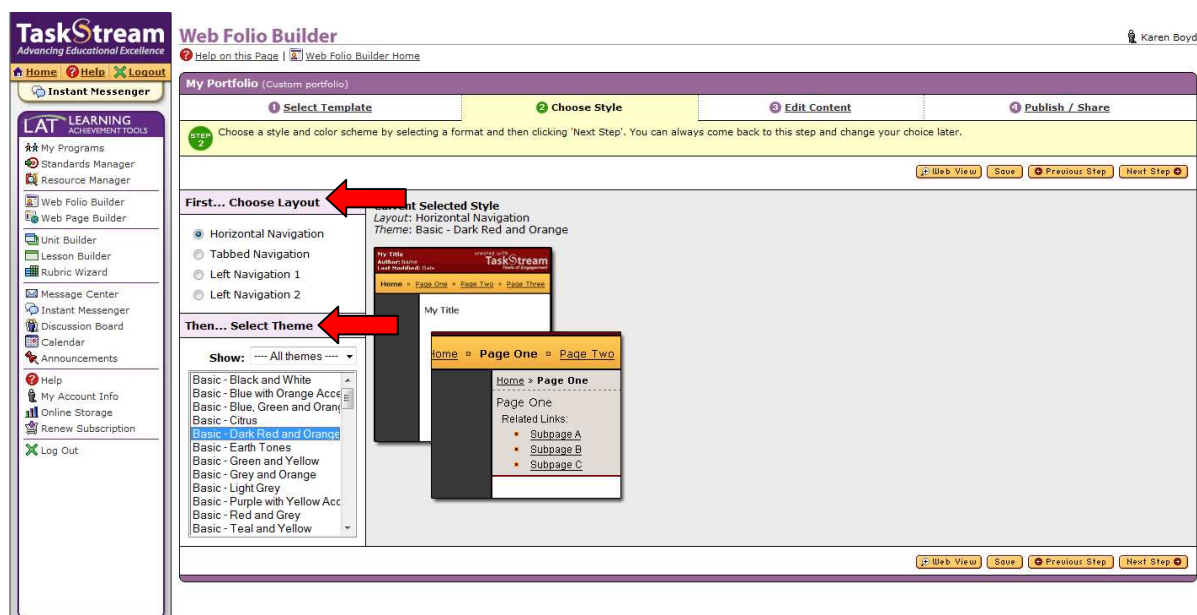
1. Go to the middle of the page under the title “Presentation Portfolios” and give your portfolio a title.
2. Click “Create.”



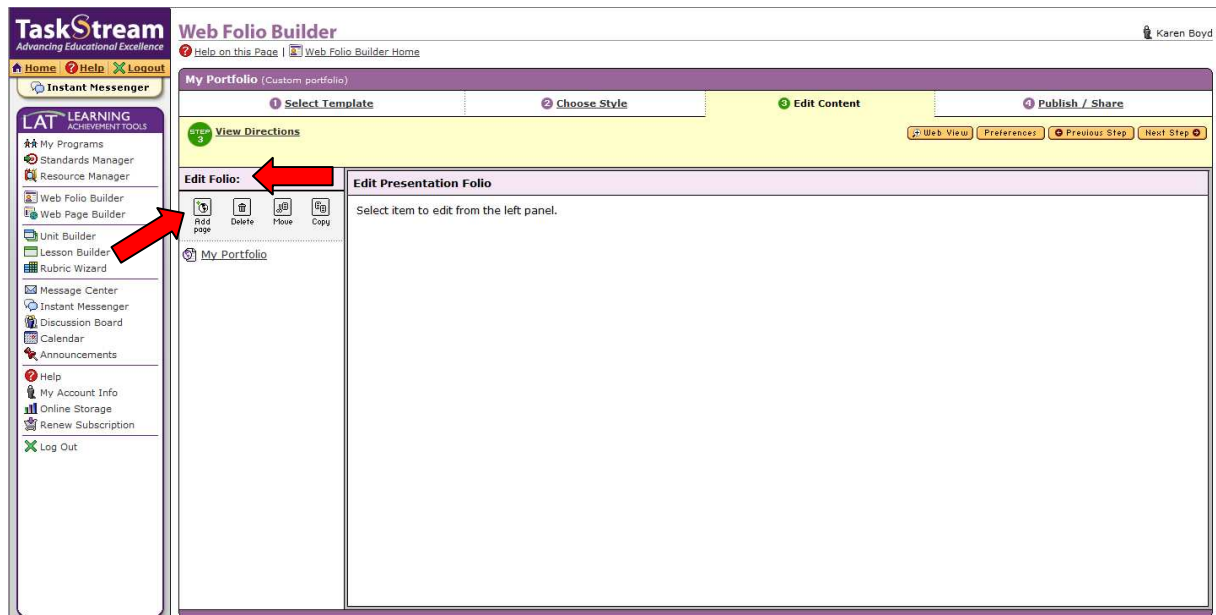
The next step is choosing whether you want to use a template or create a custom portfolio. If you do not see a template for the course that you are enrolled in, then you will have to click the button that gives you the choice to create a custom portfolio then click “Next Step.” (note: Dr. Rice’s courses do not have templates, so you must create a custom portfolio.)



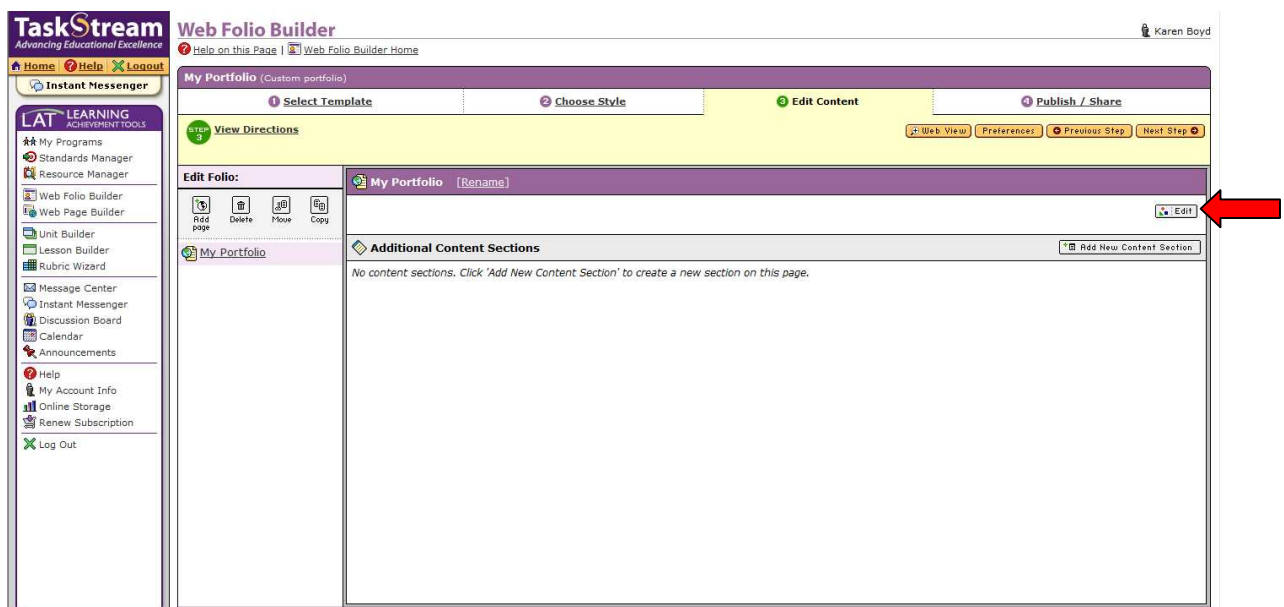
The next step is to choose the style of your portfolio. You have the option of choosing where you want your toolbar and the colors. This is the point at which you can be creative and add your own preferences to the portfolio. The toolbar location is determined by the navigation location you choose and the colors are determined by the theme you choose.



After you have designed your portfolio, it is time to begin creating the template for your custom portfolio. You will begin by going to the section at the left hand side of the screen where it says “edit folio.” You will begin by adding pages for the sections that will be included in your portfolio. Click on the icon that is the name of your portfolio. Now you will go up to the commands above the block and click “add page.” You will then be prompted to name the new page. Continue this process until you have created pages for all the activities and assignments that should be included in your portfolio.

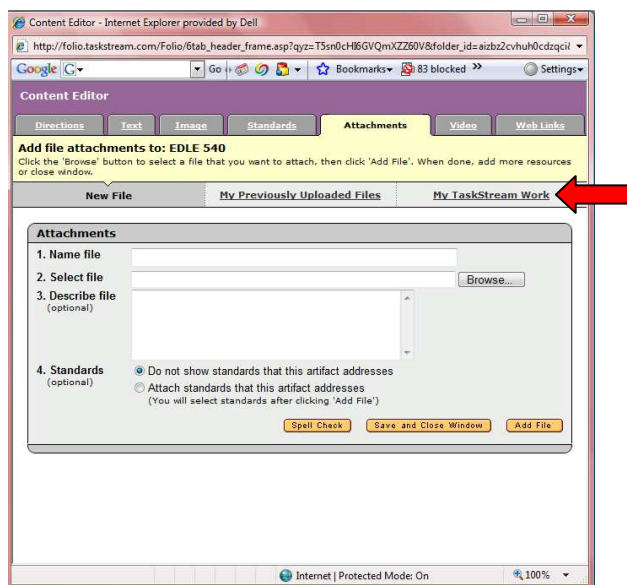


After you have completed the template for your portfolio, you can begin uploading assignments and activities where they belong by clicking on “edit” and choosing the attachment option to upload items.

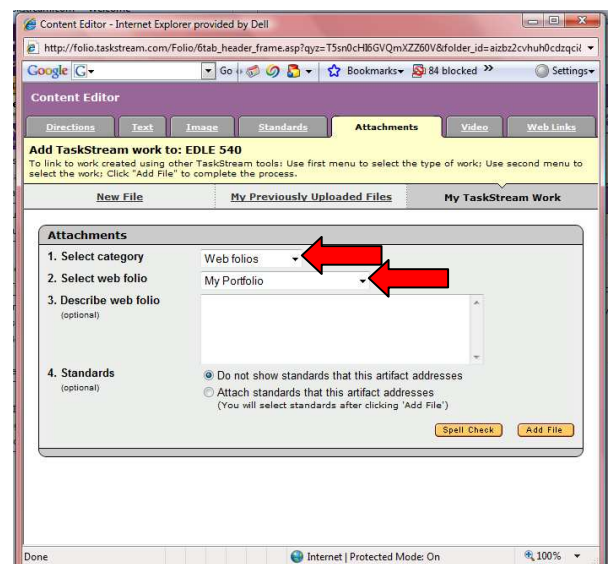


When you have finished your “Presentation Portfolio”, you are ready to attach it from your Web Folio Builder into your DRF. Remember that your DRF is a direct response folio. This means that all work that should be submitted and graded by an instructor MUST be placed in the DRF. Your instructor cannot see your Presentation Portfolio if you have not attached it in the DRF.

1. Go to “My Programs” (upper left side of the screen)
2. Click on the DRF that you intend to place the portfolio
3. Click on the class in the DRF that you intend to place the portfolio
4. Click “add/edit work” at the right side of the screen
5. A new window will open and you will see horizontal tabs across the top of the window. Click on the “attachment” tab. (You are attaching a portfolio)
6. Click on “My TaskStream Work” to choose an attachment you have created using your TaskStream tools.



7. Select the category “Web Folios.”
8. Select the web folio you want to attach.
9. Click “add file.”



You have now successfully created and attached an electronic portfolio for your instructor to view and grade. You need to follow the directions on the video to export and burn a CD of your portfolio to turn into Dr. Rice. If you have any further questions, please call the Digital Media Studio at (318) 342-3141.