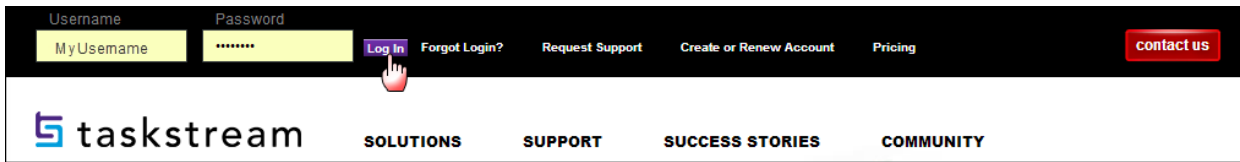
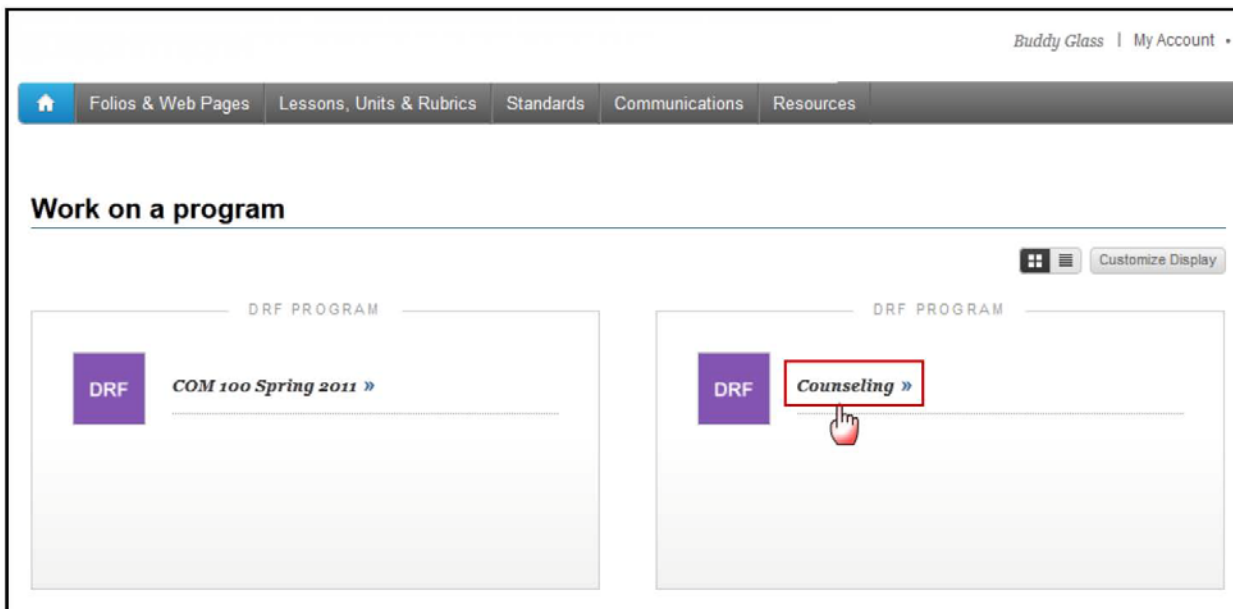


# Submitting Work to Your DRF Programs (Courses) in TaskStream

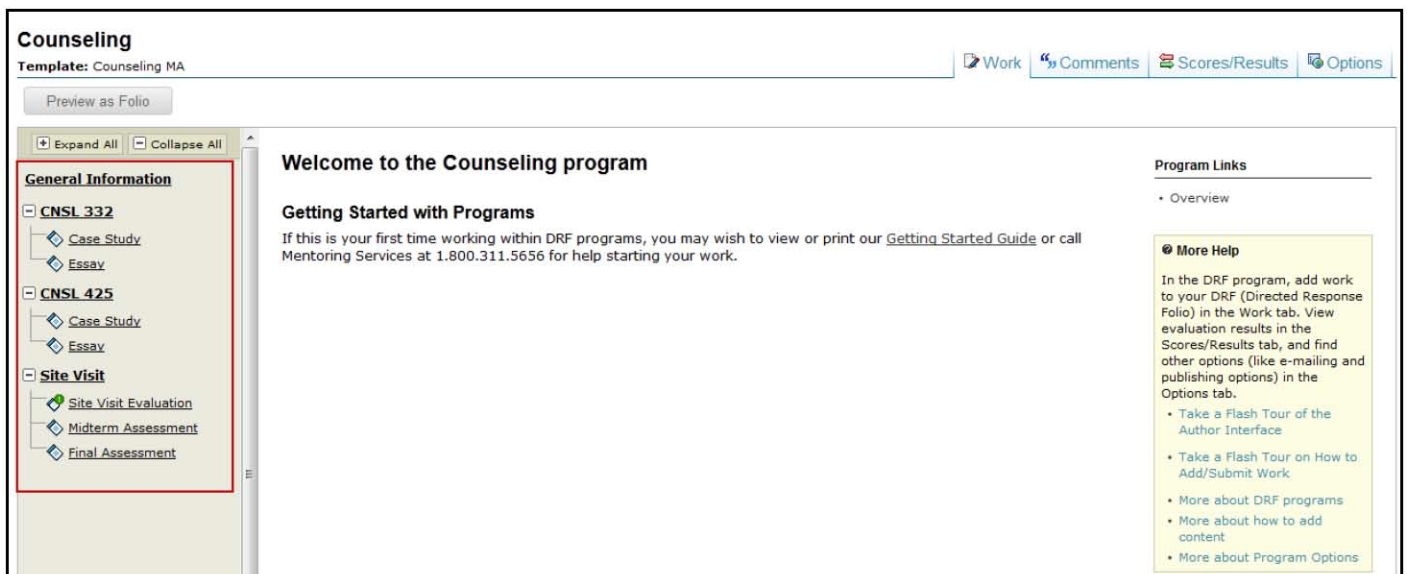
1. To begin, go to [www.Taskstream.com](http://www.Taskstream.com) and log into Taskstream using your assigned username and password.



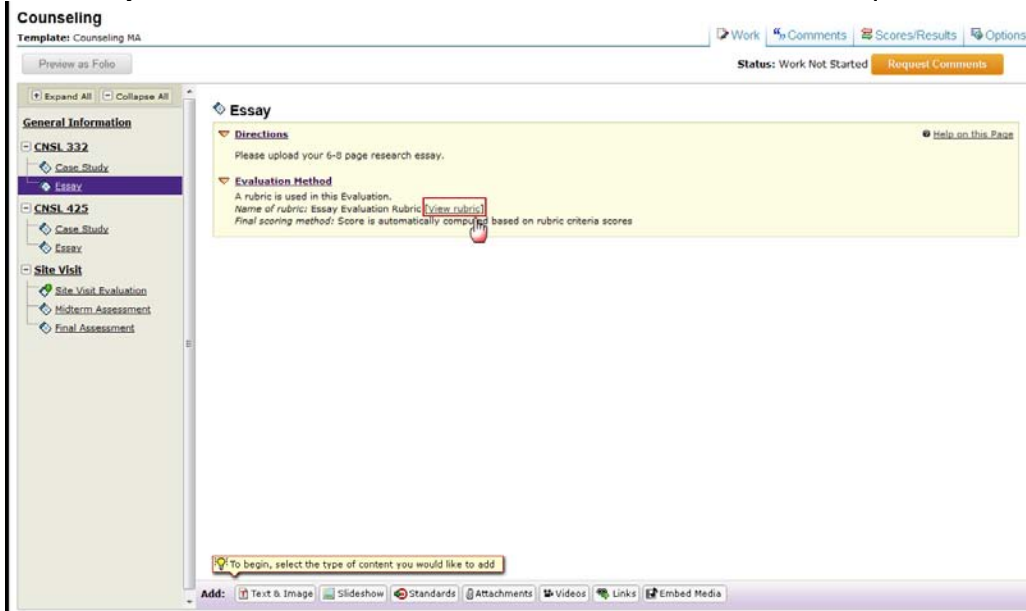
2. To access your course, click the name of the DRF program from the home page.



3. You will see the structure of your course in the left frame.



4. Find the appropriate assignment in the structure section and click the link. The content of the chosen assignment will be displayed in the right frame area. If you would like to see the rubric being used to evaluate your work, click the **Evaluation Method** link for that requirement.



When you are ready to add work, click the button from the bottom *Add* toolbar that corresponds with the type of content you wish to add. You can choose to add **Text & Image**, **Slideshow**, **Standards**, **Attachments (most commonly used)**, **Videos**, **Links**, and **Embed Media**.

### Adding Attachments:

1. Click Attachments in the bottom *Add* toolbar.
2. Select the A file saved on your computer option, click the Browse button to find the file you want to attach.
3. (Optional): Name the file, add descriptor
4. Ignore checkbox to specify standards that this attachment addresses.
5. Click the **Add File** button when finished



6. Click **Save and Return** to go back to the main program work area when you are done adding attachments. You may add as many attachments as you wish.

The screenshot shows a software interface. On the left is a dialog box titled "Add New Attachment". It has a "Cancel" button at the top left. The "Select File:" section has three radio buttons: "A file saved on your computer" (selected), "Attach a previously uploaded file", and "An artifact created in Taskstream (Lesson, Folio, etc.)". Below this is a "Browse..." button. The "Name File:" section has a text input field. The "Description: (Optional)" section has a text area. The "Attach Standards: (Optional)" section has a checkbox "Attach standards to this file" and "Check Spelling" and "Add File" buttons. On the right is a section titled "Currently Attached Uploaded Files". It shows a table with one row: "Thesis" (with a document icon), "My research paper for CNSL 332.", and "Microsoft Word". To the right of the table are buttons for "View", "Edit", "Delete", and "Standards". A red box highlights a "Save and Return" button at the top right of the interface.

7. Click the **Submit Requirement** button from the top of the Work tab.

The screenshot shows a web application interface for "Counseling". The "Template: Counseling MA" is selected. At the top, there are tabs for "Work", "Comments", "Scores/Results", and "Options". Below the tabs, there is a "Preview as Folio" button, a yellow warning icon with the text "Don't forget to submit!", and a "Status: Work in Progress" indicator. A red box highlights the "Submit Work" button. To the right of the "Submit Work" button is a "Request Comments" button. On the left is a navigation tree under "General Information" with categories: "CNSL 332" (containing "Case Study" and "Essay"), "CNSL 425" (containing "Case Study" and "Essay"), and "Site Visit" (containing "Site Visit Evaluation", "Midterm Assessment", and "Final Assessment"). The "Essay" item under "CNSL 332" is selected. The main content area shows "Essay" with sub-sections "Directions" and "Evaluation Method". Below this is an "Attachment Section" with a "Manage Attachments" button and a "Delete Section" button. Under "Files:", there is one attachment: "Thesis" (with a document icon), "My research paper for CNSL 332.".

8. Follow the instructions on the screen to submit your assignment and add comments, as necessary.

The screenshot shows a confirmation dialog box. The main heading is "Are you sure you want to submit Essay (of CNSL 332) for Evaluation?". Below this is the text "Your work will be locked and no further edits will be possible." Underneath is the heading "Add optional comments for your evaluator" followed by a text input field containing the text "This is the final draft of my thesis." At the bottom left are "Cancel" and "Check Spelling" buttons. At the bottom right is a large orange button labeled "Yes - Submit My Work" with a red box around it and a hand cursor pointing to it.