Uploading Work into Taskstream
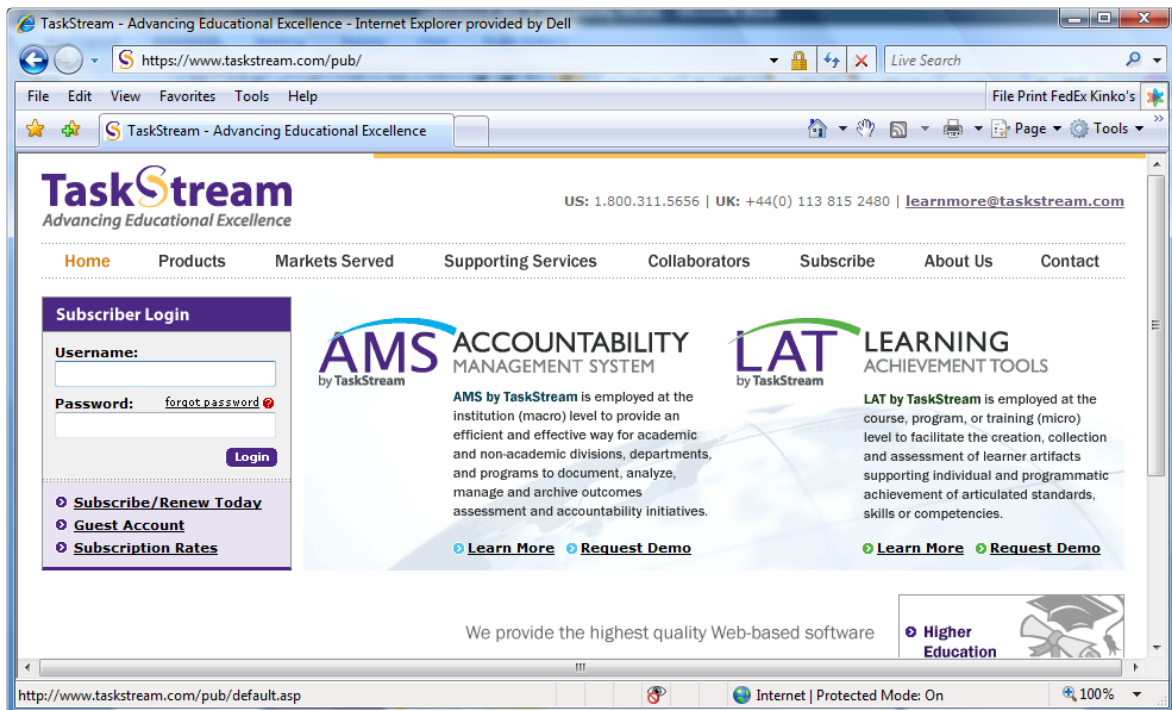
NYIT School of Education

Go to http://www.taskstream.com and log in. Enter your username and password. Then, click **Login**.

Click on the **Author** tab and select your program portfolio.

Find the course to which you want to submit work.

Select the Folder (Keystone Assignment, Field Experience, etc.) where you want to upload work.

You can check the **Directions** or view the **Evaluation Method** by clicking on the link.

Click the **Text & Image** link to enter text or upload an image file.

Enter or paste your text into the text window.
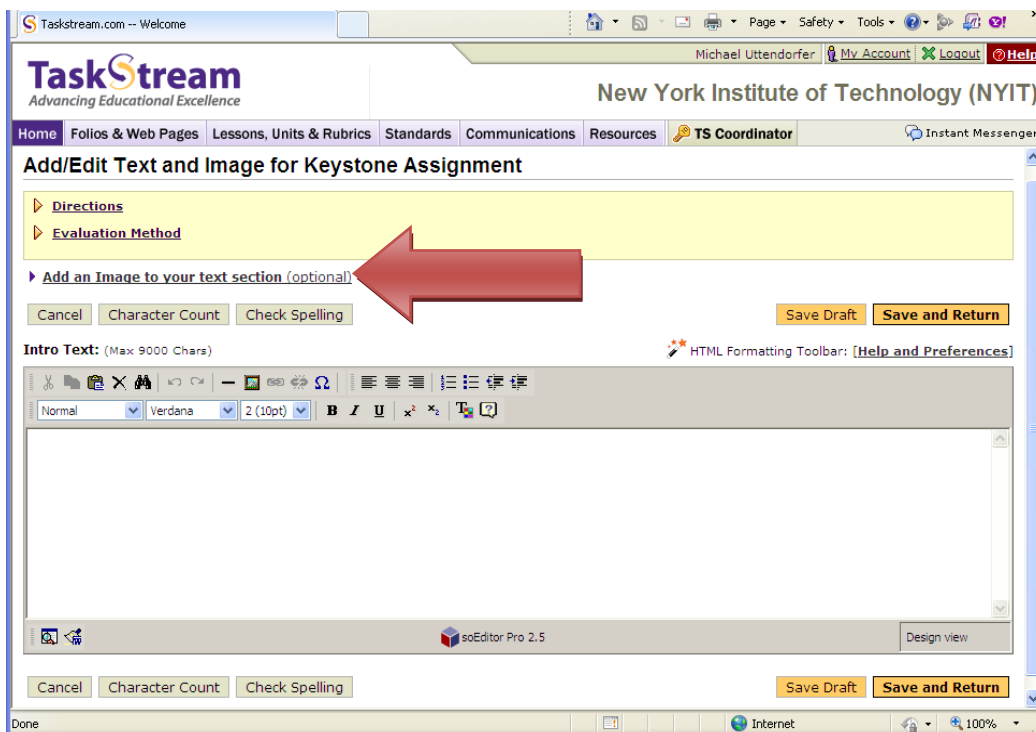
Click on the Add an Image link if you want to attach an image.
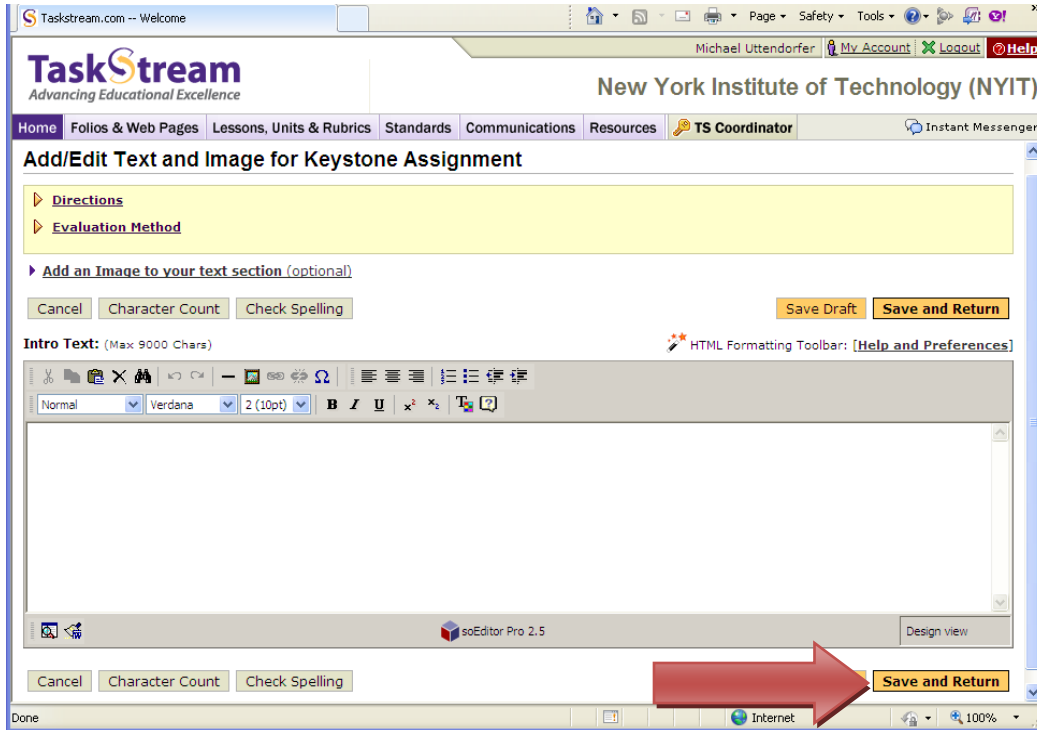
Click Save and Return when you are finished adding text and/or images.

Click the **Slideshow** link to create a slideshow and upload multiple images into the slideshow.
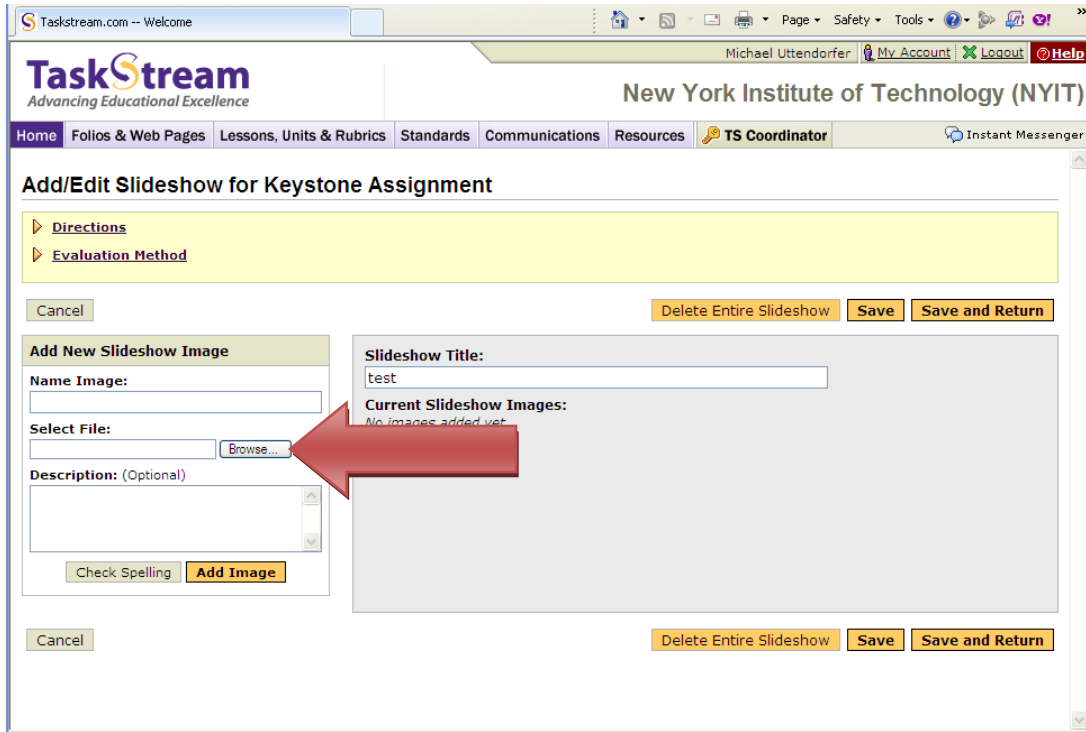
Create the Slideshow and Browse to select and upload your images.
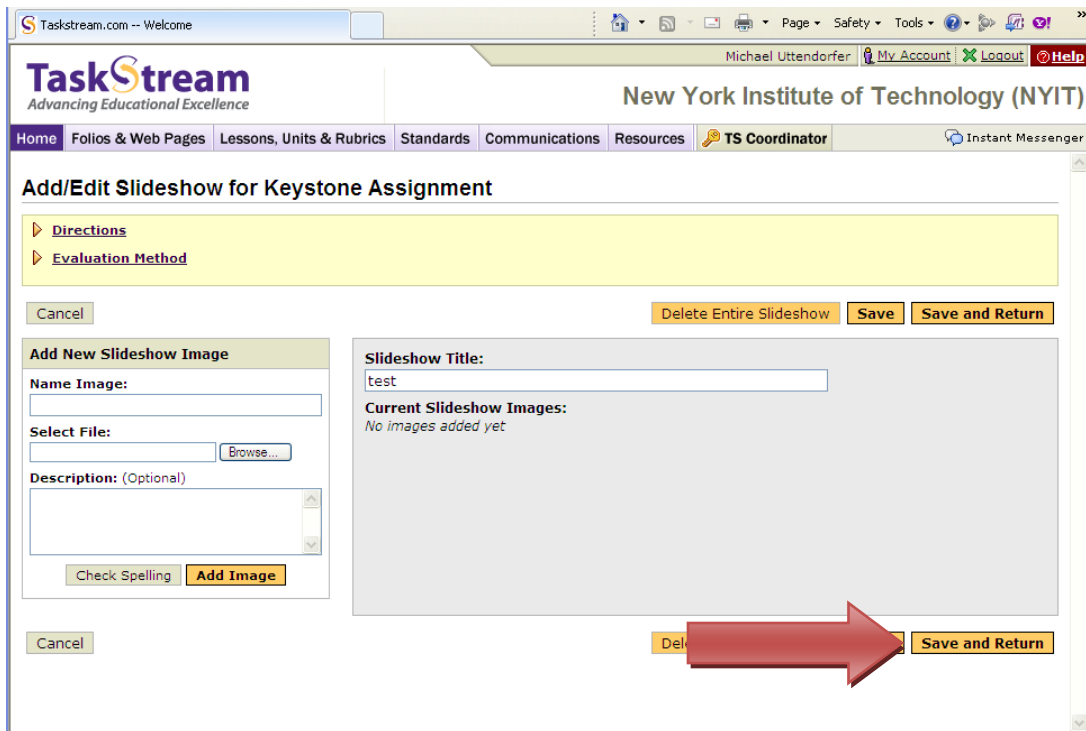
Click **Save and Return** when you have finished uploading images to the Slideshow.
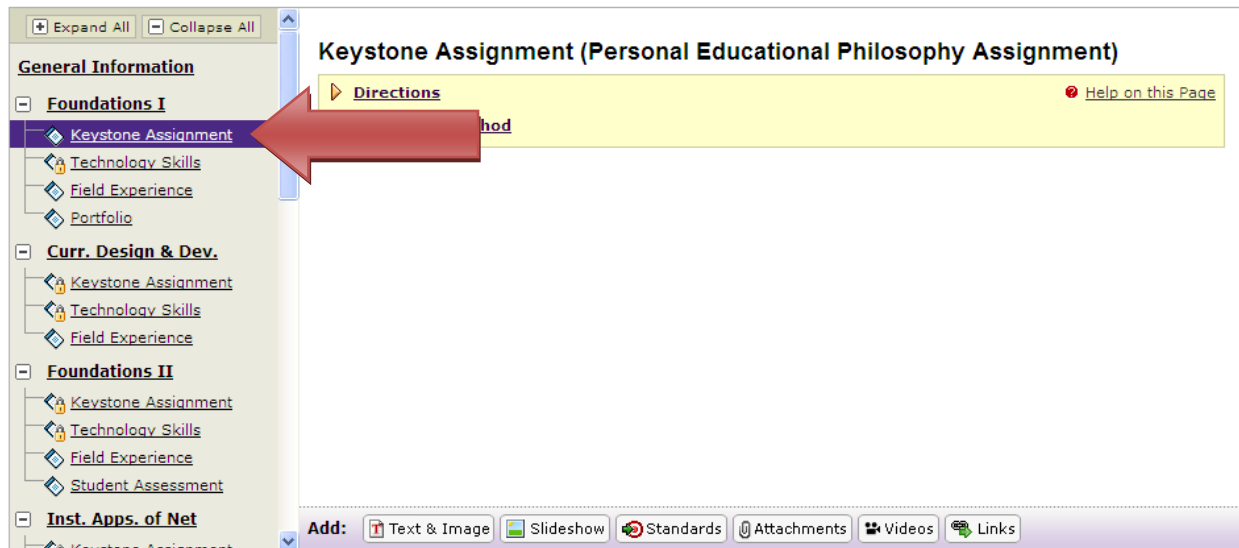
FACULTY PRACTICE PORTFOLIO
Template: MSIT Portfolio View Published URL

[Work] [Comments] [Scores/Results] [Options]

[Preview as Folio]   Status: Needs Revision [Re-submit Requirement] [Request Comments]

[+] Expand All [–] Collapse All

General Information

[–] **Foundations I**
  ◇ Keystone Assignment
  🔒 Technology Skills
  ◇ Field Experience
  ◇ Portfolio

[–] **Curr. Design & Dev.**
  🔒 Keystone Assignment
  🔒 Technology Skills
  ◇ Field Experience

[–] **Foundations II**
  🔒 Keystone Assignment
  🔒 Technology Skills
  ◇ Field Experience
  ◇ Student Assessment
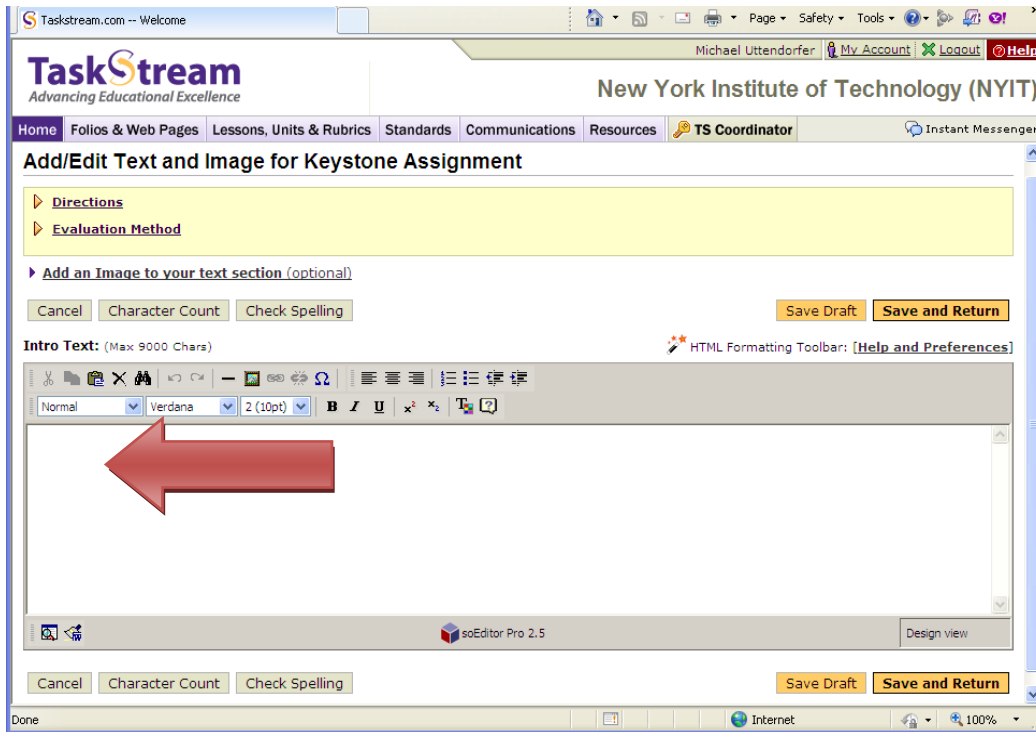
[–] **Inst. Apps. of Net**
  🔒 Keystone Assignment

Keystone Assignment (Personal Educational Philosophy Assignment)

▷ **Directions**   ❓ Help on this Page
▷ **Evaluation Method**

Add: [T Text & Image] [🖼 Slideshow] [➡ Standards] [📎 Attachments]

Click the **Attachments** to upload a file (such as a Word document or PowerPoint).

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Add/Edit Attachments for Keystone Assignment

▷ **Directions**
▷ **Evaluation Method**

[Cancel]   [Save and Return]

Add New Attachment   No files have been attached yet.

Select File:
◉ A file saved on your computer
    [_____] [Browse...]
○ Attach a previously uploaded file
○ An artifact created in TaskStream
   (Lesson, Folio, etc.)

Name File:
[_____]

Description: (Optional)
[_____]

Attach Standards: (Optional)
☐ Attach standards to this file
   [Check Spelling] [Add File]

[Cancel]   [Save and Return]

You can upload a new file (by clicking browse), attach a previously uploaded file, or attach an artifact such as a lesson, unit, or folio that you previously created in Taskstream.

Click the **Videos** link to upload a video file.

Click Browse to upload a video from your computer or you can attach a previously uploaded video.

Click Save and Return when you finish adding videos.

Click on the **Links** button to add external links.

Enter the URL or click on an existing link.

Click **Save and Return** when you have finished adding links.

When all your work is uploaded for the assignment folder, click **Submit Requirement**.

Click on the name of your Evaluator (Course Instructor) and click **Submit for Evaluation.**

After your work has been submitted and evaluated, you can see your scores and get your results by clicking on the Scores/Results tab.