

**DIRECTIONS FOR SUBMITTING**  
**Found 1501 - REFLECTION**  
**To Professor McEwing Using TaskStream©**

**Begin by creating and saving your Reflection:**

- **Create your Reflection outside of Taskstream© using a word processing program found on your home computer or in the Computer Lab on the first floor of the Beeghly College of Education.**
- **Make sure you include the High Quality Reflection Indicators described in the “Scoring Rubric for Reflection” guidelines found on this web site.**
- **Save a copy of your Reflection on your home computer, a USB drive, or a disk (drive A). (I will continue with the directions pretending I am using a disk.)**
- **NOTE: If you use any word processing software other than Microsoft Word Professional Office XP, save your Reflection in rich text format (for many programs this is an .rtf file)**

**With your final copy on your disk, you are ready to upload your Reflection into the TaskStream© system.**

**Go to TaskStream© Site below**

<http://www.taskstream.com/pub/>

*(Note: If you have not already opened a TaskStream© account or if you have not enrolled in the Foundations part of the TaskStream© program, you must do these things first. See instructions on class website for both procedures)*

**First Screen - Logon by typing your username and password in the blanks at the top left**

**Second Screen – Select (i.e. click on) “My Programs”**

**Third Screen – You are on the My Programs Home Page (you will see your name on the top right) – look on this page and find the link to “Work on DRF” – click on this link**

**Fourth Screen – The first time you make this selection, “Overview” is highlighted. You may read this now or go back to it later. Select (i.e. click on) “Edit Content” . . . after you have done this the first time, you will go directly from Work on DRF” to “Edit Content”**

**Fifth Screen – You will see a list of courses in a column. Find our course, Found 1501 . . . notice there are two items listed under this course . . . a Resume and a Reflection. Click on the Reflection link from menu; you will be taken to another screen**

**Sixth Screen – Disregard the “Directions for Reflection” link and instead note the “add/edit work” tab . . . Click on this tab . . .**

**. . . note that another smaller screen is now layered on top of your larger screen . . . this screen is titled Content Editor . . .**

**on this screen note a dark grey horizontal tab that has the word Attachments printed on the bar. Click on this tab . . . .**

**. . . up comes a 7th Screen . . . this looks complicated. However, all you need to do is find the “Browse . . .” tab. Click on this tab (another window opens) and (since in my example I am using a disk) select drive A to browse in (it may say 3.5 or 3½ floppy). Find the “Reflection” file you saved on the disk and highlight that file name. Now click on the word “open” at the bottom of the screen.**

**You are now back at the Content Editor Screen and you can see the file you opened next to the word Browse . . . now look on that screen for the “Add file” tab. Click on the “Add file” tab. The file uploads and the Content Editor screen gives you a message in pink that “Your file was successfully added and appears on the list below.” Scroll down (still on this Content Editor Page) and there you should see the name of the file . . . it is now in the TaskStream© program . . . you are now ready to send it to me . . . so close out of the Content Editor Screen (click on red X on top right)**

**You should now be back on the screen that has that message “Directions for Reflection” that you ignored before . . . you ignore it again . . . but notice that your document is now listed on this screen . . . look around for a tab with the word “Evaluation” . . . select (i.e., click on) this tab.**

**New screen . . . a rectangular “Submit” indicator appears in the Submit Work column opposite the “Reflection” assignment . . . Click on Submit indicator and you see a list of evaluators.**

**Find my name - Richard McEwing – on the list of evaluators . . . select me by clicking on the small circle by my name (a green dot appears inside the circle) . . . click on submit again . . . your work is now on its way to me.**

**You will be asked if you wish to attach a comment . . . this is not necessary . . . so just close the window and log out of this session.**

**Give me a few days to look at your work, and then log back on . . . select “My Programs” . . . then select “work on DRF” . . . then select the Evaluation tab. You should see that your assignment has been returned and you can find the comments and results under the evaluation tab.**