

STEP 2: Copying Your Portfolio

After you created your TaskStream account, and identified your username and password, you will be sent a copy of the UTTC Teacher Education portfolio. This is the template you will copy to your account and then use as your own. To copy it to your account, follow this process:

1. Log in to the TaskStream account you already created at www.taskstream.com.
2. Click on Messages link on right hand side of screen, in the “My Links” box.
3. In the email message you were sent, there is a link to the portfolio template. Click on that.
4. The portfolio will open. If you look up in the right hand corner of the portfolio, there’s a box that says, “Copy”. Click on that.
5. On the next screen that opens, click on “Proceed with Copying”.
6. The next screen will say “Copy Successful” and “What do you want to do?”
7. Click on “Go to Folios and Web Pages”.
8. Voila! There it is – your electronic portfolio!
9. Click on it and the portfolio is ready for editing.
10. All of the editing is done from the panel on the left hand side of the screen. Play around with it and get comfortable.