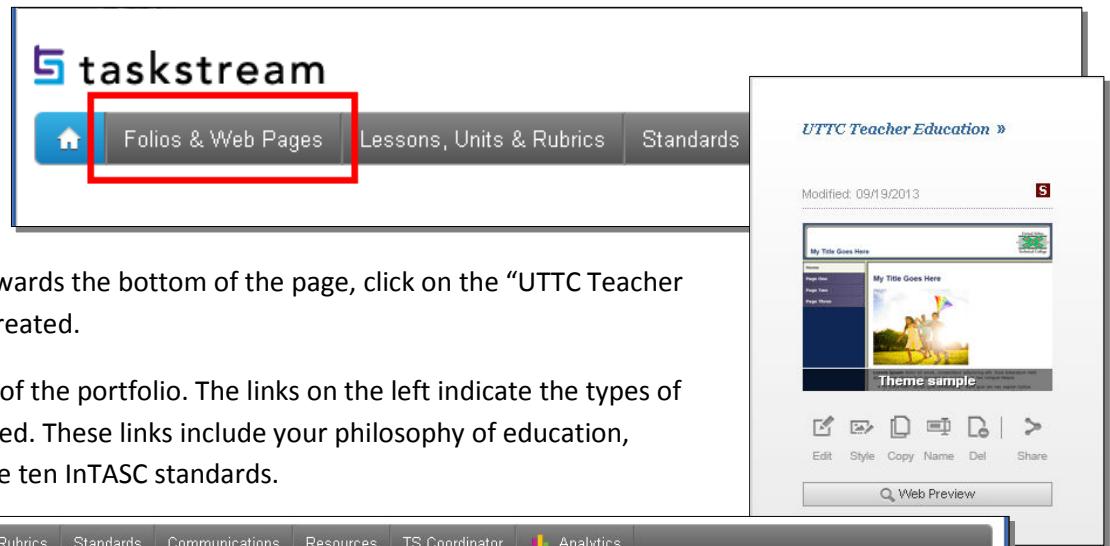


STEP 3: Accessing Your Portfolio

Log in to the TaskStream account you already created at www.taskstream.com.

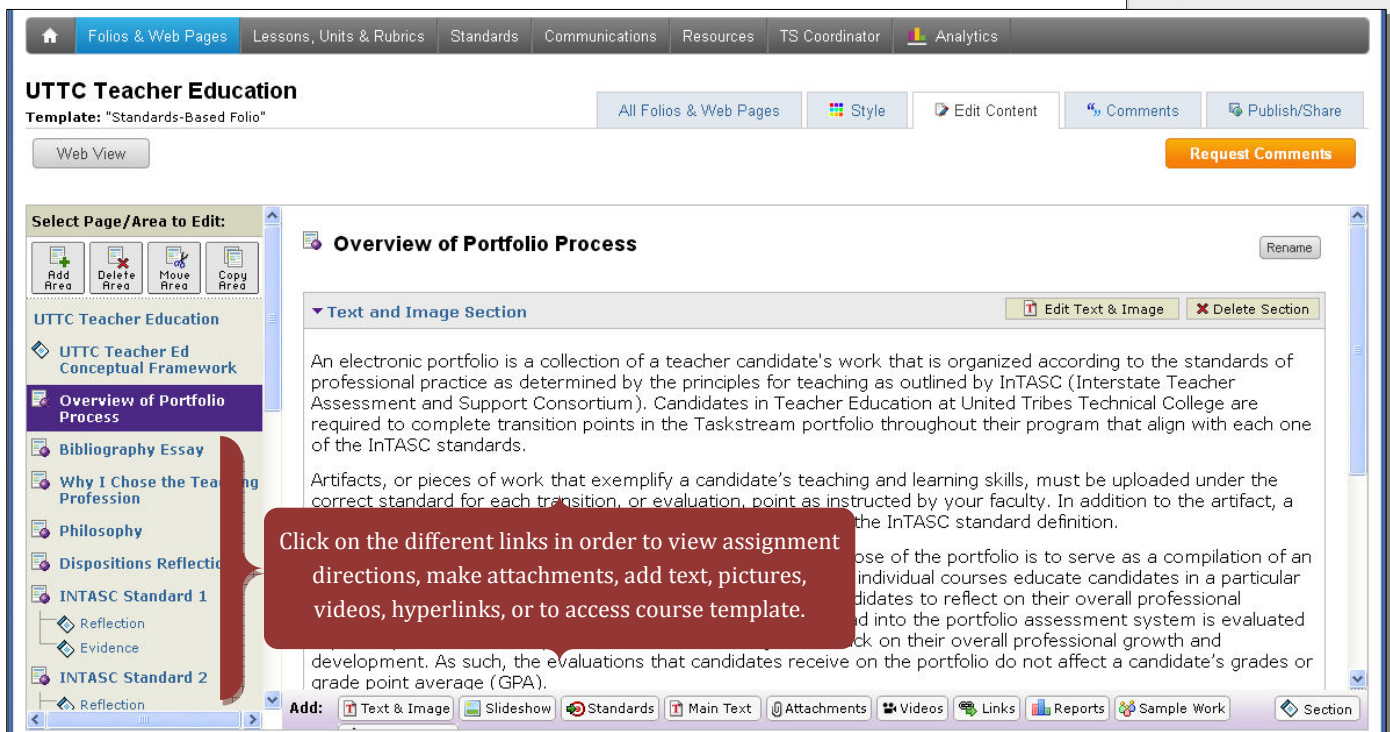
Your portfolio has been assigned to you so you will not need your key code anymore.

To access your portfolio, click on the "Folios & Web Pages" link from the navigation bar.



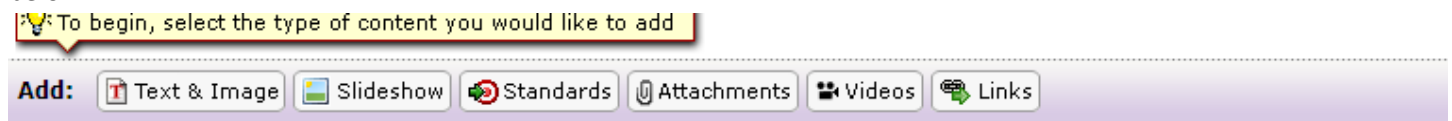
Under **Folios & Web Pages**, towards the bottom of the page, click on the "UTTC Teacher Education" portfolio you just created.

You will now see the structure of the portfolio. The links on the left indicate the types of information that will be collected. These links include your philosophy of education, dispositions reflections, and the ten InTASC standards.



If your first assignment for this portfolio is to upload your Disposition Reflection, then click on the Dispositions Reflections link on the left hand side of the screen.

Look down to the bottom of the screen that opens. You will see the tool bar below:



Click on each one of these tabs and decide how you want to add your Disposition Reflection. Do you want to copy and paste it onto the screen? Do you want to add it as an attachment? Try it a couple of different ways for practice at this time. Make sure to save when done.

Remember, in TaskStream --- **students** are called "**authors**" and **faculty** are called "**evaluators**".