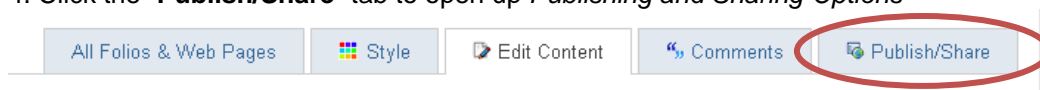


Publishing Your Portfolio

1. Log in to TaskStream (www.taskstream.com)
2. Click on the “Folios and Web Pages” link on the top navigation bar



3. Click the title of the Portfolio you wish to publish
4. Click the “Publish/Share” tab to open up *Publishing and Sharing Options*



Under **Publishing and Sharing Options**, you can either:

- ◆ Create a Printable PDF
- ◆ Email As Web Page
- ◆ Publish to the Web

Publishing and Sharing Options

Change Visual Style Create a Printable PDF Email this Web Page

Publish to the Web

Publishing to the Web enables anyone to access your work from the Internet using the web address that you create. You may choose to limit access by creating a password. You can unpublish your work at any time.

Note: Any future changes will be automatically reflected in your published work.

Current Status: **Published**

Unpublish Edit URL/Password Email this URL

Publishing To The Web:

When choosing to publish to the web you can create a customized Web Address and also have the option of password protecting your portfolio.

After filling in your customized web address and choosing your password options, click **Publish** to publish your portfolio.

The next stream will display the web address and password.

Once your Portfolio has been published, you can go back to Publishing and Sharing Options and Unpublish your portfolio.

Publish Options

Create a Customized Web Address: A suggestion has been provided, you may change it if you wish	<input type="text" value="https://www.taskstream.com/ts/heid2/UTTCTeacherEducation"/> (Only numbers, letters, and dashes "-" are allowed; no spaces or slashes.)
Create a password: A password limits access to this web address	<input type="radio"/> No password needed <input type="radio"/> Require password: <input type="text"/> (Use a minimum of 4 characters - only numbers and letters allowed, no spaces.)
Cancel Publish	