Taskstream RTP users follow this job aid to work on ePortfolios.

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Getting Started

1. You will receive an RTP User ID and password in an email directly from Taskstream.
2. Log into your Taskstream account: https://www.taskstream.com. Click Learning Achievement Tools (LAT).
3. Click on the Folio & Web Pages button in the top navigation bar.
4. Type a name for a new web folio and then click the Create New button.
5. Click on the RTP program that is assigned to you--Abbreviated Portfolio for Periodic Evaluation or Scholarly Portfolio for RTP Review (WPAF).
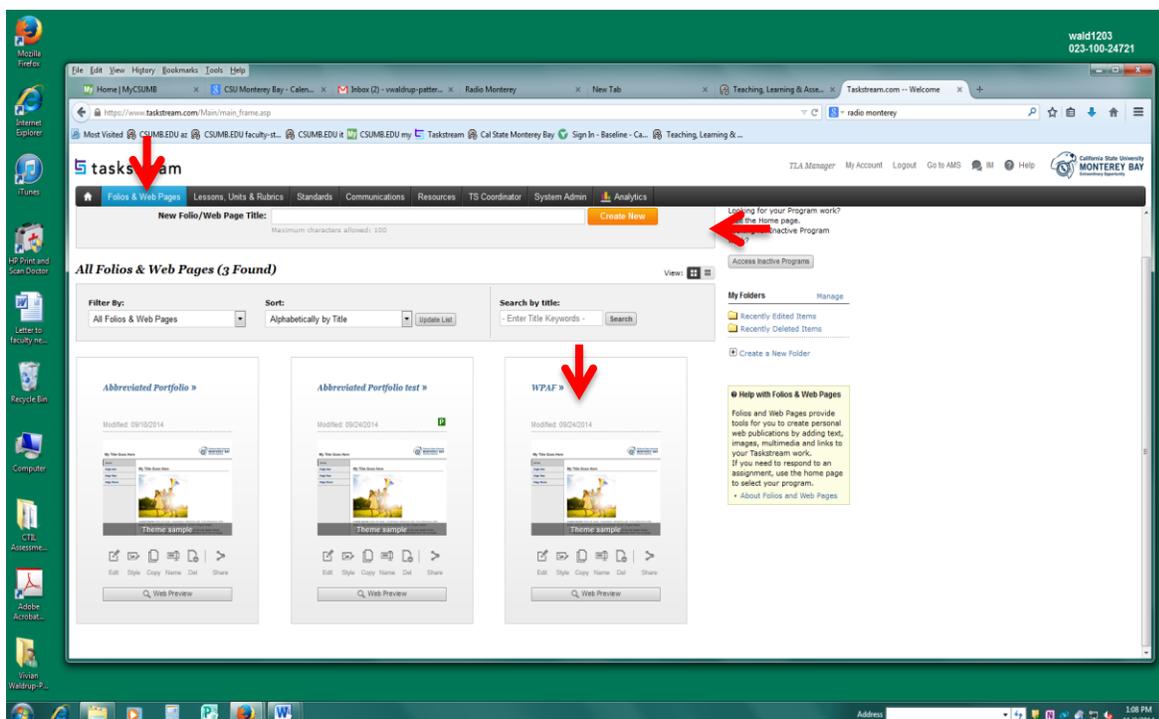
Setup ePortfolio

1. Click the first section on the navigation bar. Instructions will appear.
2. Click the next section followed by the edit content tab.
3. Type the content and/or attach an artifact.
4. Repeat steps 1 – 3 for each section on the navigation bar.
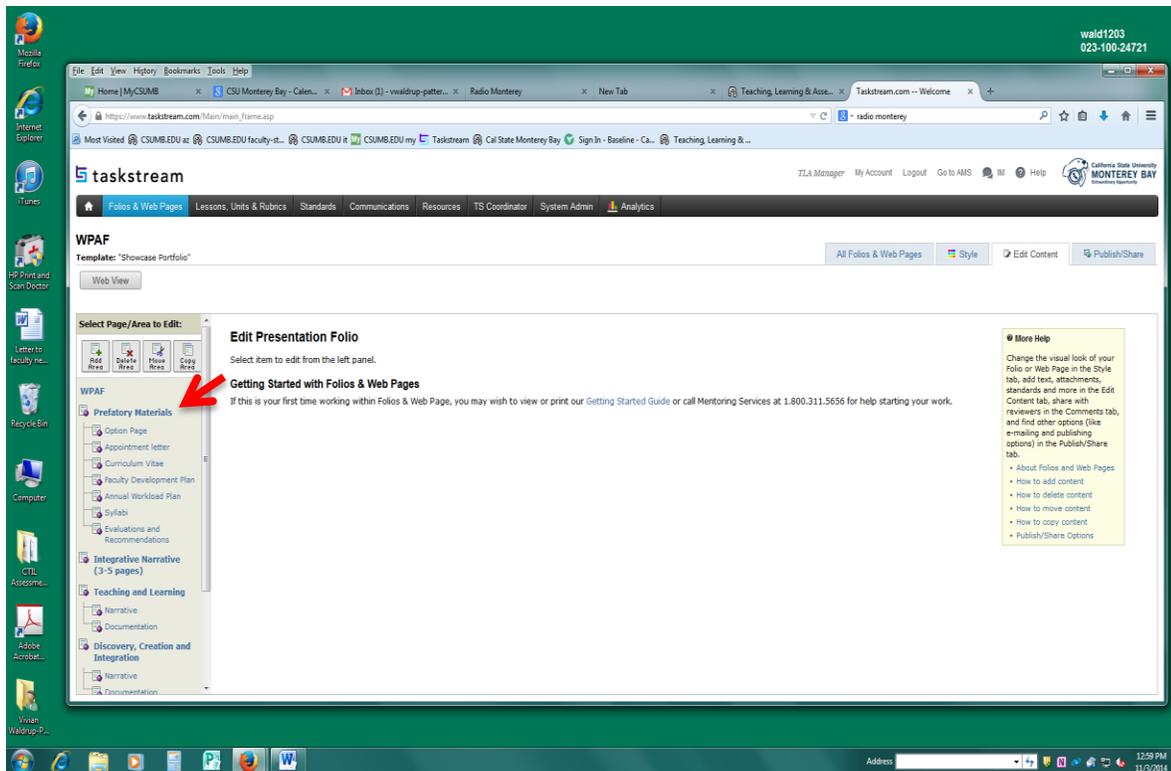
Publish ePortfolio to the Web

1. Go to Folios & Web Pages and click on the name of the folio you wish to publish.
2. Click the Publish/Share tab in the top right corner of the page.
3. In the Publish to the Web section, click the Publish button. You will be taken to a page to personalize the editable portion of the web address for your web folio.
4. After selecting your settings, click the Publish button. You are then provided with a link to your web folio, and the option to email the link to others. You can continue to edit your web folio, and all edits will be automatically reflected in your published work.

Submit to the Program & Copy and edit ePortfolio (for future years)
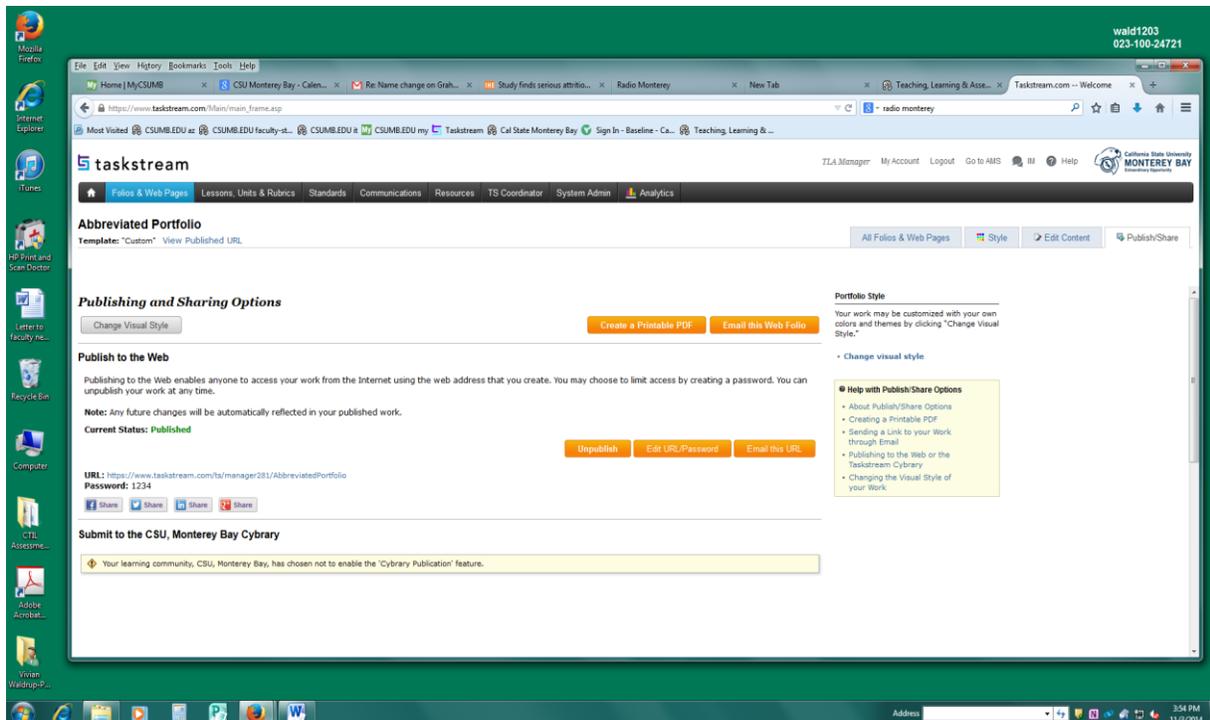
1. To submit your completed Taskstream folio, navigate to your home page by clicking on the icon of the house in the upper left-hand corner of the window, and then click on the name of the program that corresponds to your submission year.
2. Then, click on "Submit portfolio" in the structure on the left-hand side of the screen. Click the Attachments button in the Add toolbar at the bottom of the page. Select the option An Artifact created in Taskstream and then select the category of work you want to attach (in this case, web folios).
3. Choose the title of the work you wish to attach and click Add File. When you have finished attaching work click SAVE and RETURN. You can then attach a link to your published Web Folio by clicking the Links button in the Add toolbar located on the bottom of the screen.
4. To add an external web link, enter the name of the link in the first entry field and the associated URL in the second field. You can also choose to enter a description for the link, or attach standards to the link. When finished, click the Add Link button to add the link to your work.

For future years, you will be able to copy your locked ePortfolio to create new editable versions for submission.

1. Click Folios & Web Pages from the top menu bar.
2. Click the Copy button below the image of the Web Folio. This button is located above the Web Preview button.
3. Enter a new title for your Web Folio. You will also have the option to add your Folio to a folder.
4. Click the Copy Button. A new copy will appear on the list of your existing Web Folios or Web Pages.

If you have any additional questions or comments, please contact Vivian Waldrup-Patterson at x4574.