How to Use the Web Folio Builder
to Design an ePortfolio – Bilingual Education

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A. Accessing and Modifying the Bilingual Student Teaching Template

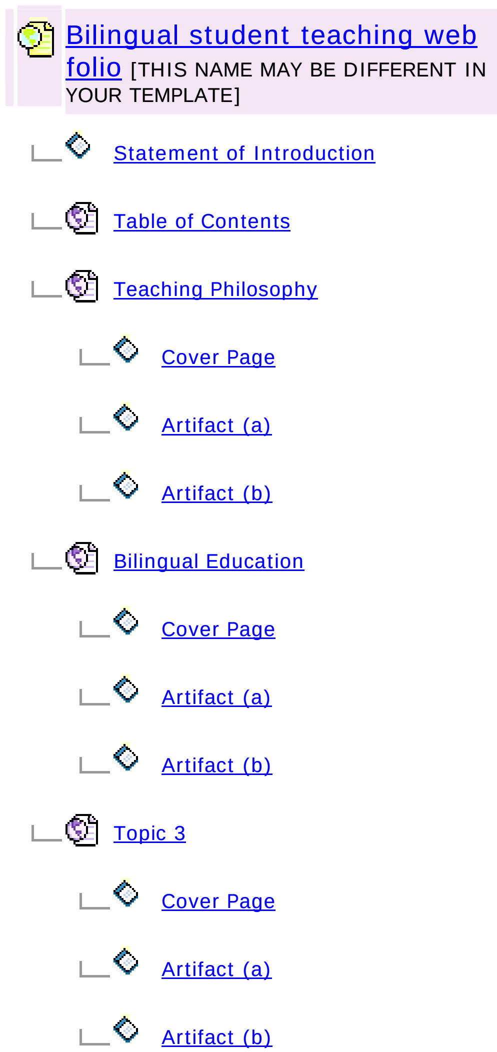
a. To access Taskstream, open a browser and type in www.taskstream.com, Press Enter. Enter your username and password, and press Enter, to log into your Taskstream account. Press Enter, Taskstream Home Page would now be on the screen.
b. Under the **Learning Achievement Tools** (LAT) **Menu** on the left, click on the **Web Folio Builder**. You would use the **Web Folio Builder** to design your ePortfolio.
c. Under the Presentation Portfolios section on the right; look for the 'Bilingual Student Teaching Portfolio' template. Click on the name.
d. The Bilingual Student Teaching template should now be available on the screen; click on the radial button to select this template.
e. If you do not see the Bilingual Student Teaching template (see sample screen next page), continue below to select the "layout" and color scheme. Otherwise, continue from (2) below.

1. *Selecting a Layout and Color Scheme*
   i. Before the template could be seen, you must select a Layout and Color scheme for the web folio. When accessing the template for the first time, you would be on Tab One that gives the Directions/Description of the five steps (represented by the five tabs at the top of the screen) in the process. Take a brief moment to review the directions, then click on Next Step to move to Tab 2 (Choose Style).
   ii. On **Step Two**, you would be asked to choose (a) a Layout, and (b) a Color Scheme for the web folio.
   iii. Select the first option, Horizontal Layout from the top four options, then Then Click on any of the selections at the bottom to choose a color scheme for the folio. Notice that, on the right, you could view the color scheme for the web folio. Try various color schemes and layouts until you are satisfied with how the folio looks.
   iv. Click on the '**Save**' button to save the settings, and on 'OK' to confirm your selections.

2. Click on Next Step to move to Tab 3 - Edit Content. You could also click on Tab 3 directly to select this tab.
3. The **Bilingual Student Teaching Portfolio** DRF would now be visible on the left side of the screen. It looks like a tree structure. Notice that the name you entered for the portfolio is the now visible in the portfolio.
4. Click on the '**Statement of Introduction**' link and read the directions given on the

right side of the screen.

5. Review each section in the template by clicking on the link and reading the directions given on the right side of the screen. Remember to follow your instructors' directions on what should be included in this portfolio.



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b. *Changing the title and names for various sections* of the web folio.

1. Click on the HomePage (Bilingual Student Teaching Portfolio (the Topmost icon in the web folio tree structure). The top part of the screen on the right shows the **Title** (Bilingual Student Teaching Portfolio) with a '**Rename**' button to the right of the Title. Click on the Rename button and type in the new Title '**(Your last name) Bilingual Student Teaching Portfolio'.**
2. Below the Title is a description of the purpose of the folio. Read the directions to see what is required for this section.
3. Click on the '**Edit**' button on the right of the screen. The '**Content Editor**' window will open. The Text box would be revealed allowing you to edit or modify the sample text. After editing the statement, Click on the '**Save and Close Window**' button at the bottom right.

4. Below the **Title** and **Statement of Introduction** for the web folio, the other section shows the two other sections on this page.

C. Adding Information to the web folio

a. Adding Text to the Text Window.

1. Adding information to the various sections is similar to adding or editing work on the DRF (Direct Response Folio). Click on the section you want to add work to, then click on the '**Add/Edit Work**' button on the right side of the screen. The **Content Editor** window would open.

2. **To type text** in the text box window click on the **Text Tab** at the top of the Content Editor window. The text box would open on the screen. Type the text directly into the text box window. Click on the Save and Close Window to save the text and return to the Add/Edit screen

3. You could also **copy text from a document** and paste it into the text box window. To **copy and paste** the text, first minimize your taskstream screen and access the drive where your document is located. Open the document and select all the text or the portion of the text you want copied. Then go to the *File menu*, and select *Copy* to copy the text to the clipboard. Return to the taskstream screen by clicking on the minimized button at the bottom of your screen. Now right-click in the *Text box area* and select *Paste* to copy the text into the text box.

    i. The text box can hold a maximum of 9000 characters. Remember to stay within the 9000 characters limit. If your entry is slightly above the 9000 limit, and you would still like to enter the text in the text box area, then you could use the *Code Sweeper tool*, at the bottom left side of the screen, to remove unnecessary formatting features from your text, thus creating more space for the text itself to be saved.
    ii. To use the *Code Sweeper tool*, click on the tool (Code Sweeper tool – the rightmost tool) at the bottom left side of the Content Editor Window.
    iii. A menu with options to remove the following codes [*All HTML Tags, Microsoft Word Mark-up, Cascading Style Sheets, Font Tags, and Span Tags*] would be revealed.
    iv. First, select the last option on the list [*Span Tags*], then click on OK to remove the selected tags and to make more space available for your text to be saved. Either the document would now be accepted and saved, or a message would be revealed indicating the size of the document in number of characters.
    v. If the file is still to large, again select the code sweeper tool and this time select the second option, 'Font Tags' to remove the font tags. Check if the document could now be saved, or if additional space is required.
    vi. Click on *Save and Close Window* to exit from the content editor window and return to the *Add/Edit Work* window.

b. Adding Images to the ePortfolio

1. You could add a Single image or a Slideshow (a series of images) to taskstream work.

2. Click on the section of the web folio you want to add work to, then click on the '**Edit**' button on the right side of the screen. The **Content Editor** window would open.
3. Locate and click on the **Image tab (2nd tab)** at the top of the Content Editor window.
4. First, you would insert a single introductory image into your web folio.
   Type in a title for the image, then click on the Browse button to search your location for the image on your hard-drive, a scan disk or another storage source.
5. Locate the image file then click on Open. The path to the image source would now be visible in the window.
6. Under Alignment, select Left, Center, or Right, depending on where you would like the image to be placed.
7. Click on 'Add Image' to load the image into Taskstream.
8. If the image is too large, it would be resized automatically unless you select the 'Do Not Resize' button. Click on 'Continue without resizing' to continue without resizing the image.
9. On the next screen, select 'Slideshow'. Type in a Title for the slideshow then click on 'Add Image'.
10. On the next screen, click on the Browser button and locate the first image for the slideshow. Click on Open to enter the path for the image
11. Type in a title for the image and a description explaining what the image is about. Click on the 'Save and Add Another Image' button.
12. Repeat the above steps to add as many images as you want to the slideshow. On the final slide, click on the 'Save and Return' button.
13. Click on the Web View to view the slideshow.

c. Attaching documents to the web folio

1. You could attach documents typed up in MS Word (or any other application) into your web folio. First, click on the section of the web folio where you would like to attach the document.
2. Now click on the '**Add/Edit Work**' button on the right side of the screen. The **Content Editor** window would open.
3. Click on the **Attachment tab** and type in a Title for the document you would be attaching.
4. Now click on the Browse button and locate the file/document on your desktop, hard-drive, flash-drive, or wherever the document is stored. Click on Open to select the path to the document.
5. After the document is selected, the path to the document is now visible in the search box, click on Add File to load the document into taskstream.
6. The file name should now be a visible link at the bottom of the Content Editor window. Close the Content Editor if you are finished attaching your document.

D. Advanced: Modifying the Web Folio template

a. Inserting a new section

1. To add another section below the bottom of the right side of the screen, click on the '*Add New Content Section*' button.
2. Under '*Title for Your Section*', type in '*Professional Goals*' as the name for the new section.
3. Add a Title Descriptor that describes this title in more detail. Click on '*Create It*'. You would now be in the text box area where additional information could be entered for the new page created.
4. Click on the button 'Back to "*Sample Web Folio*", to return to the homepage.

b. Inserting a new page

1. To add another page to the web folio, click on the page icon above the location for the new page in the web folio tree structure.
2. Click on the Add Page button at the top of the screen.
3. On the next screen, type a title for the webpage as well as a descriptor for the page. This screen also presents two options, a) To insert the page from the Homepage (on the same level as the homepage), or b) insert the page from the selected page, as a subsection of the selected page.
4. Select where you would like the page to be inserted and click on 'Create It.'
5. A new page would be added to the web folio.

c. Deleting a page or section

1. Care must be taken when deleting a page or a section of your web folio. Remember, that all sub-pages, or sections, subsumed under that particular page would also be deleted.
2. To delete the page, click on the page to select it. Note what is attached to the page and make certain you do not want the information.
3. Click on the Delete button at the top of the menu bar. A Warning would now be visible on the screen: **<u>CAUTION: All PAGES and SECTIONS that appear within and below this page would also be permanently and irretrievably deleted.</u>**
4. Hence, be careful when deleting pages in the web folio. Click on Ok to accept the action. The page would be deleted from the web folio.

d. Moving the page

1. To move a page to another location in the folio, click on the page in the web folio structure above the location for the new page.
2. Click on the Move button at the top of the screen.
3. The selected page icon would blink to indicate that page is being moved. All the possible new locations where the page could be moved would be highlighted as 'red' active 'Paste' links.
4. Select the new location for the page and click on the red 'paste' link next to that location.
5. A screen with three (3) positions where the page could be placed are now available: a) *Place Above* (a specific page); b) *Place Below* (a specific page); or c) *Place Within* (a specific page).
6. Select where the page is to be inserted and click on the radial button in front of the position. Click on Ok. The page should now be in the new location.

E. Advanced: Adding Information on the Bilingual web folio

f. Adding **video clips** the web folio.

1. Adding video clips to the Content Editor window is similar to adding a text document or an image. Make sure you have already saved a digitalized clip of what you want to insert. The clip should be in the following video format:

2. Click on the section of the DRF you want to add work to, then click on the '**Add/Edit Work**' button on the right side of the screen. The **Content Editor** window would open.

   i. Locate the **Video Clip Tab** at the top of the Content Editor window.
   ii. On the next screen, type in a title for the video clip. Also type in the approximate length of the clip to be inserted.
   iii. Next, click on the Browse button to search your location for the video clip either on your hard-drive, a scan disk or another storage source.
   iv. After locating the clip file, click on Open to insert the path to the source of the video clip. The path to the video clip source would be seen in the window.
   v. Now click on Add File to load the video clip into taskstream. Be careful not to load a clip that is too large. Remember, the smaller the clip size the faster it would open, on the other hand, the larger the clip size the slower it would take to load.

F. Attaching the web folio to the DRF

1. After developing the ePortfolio, you could attach the web folio to the 'Web folio' requirement under the Program DRF.
2. First, click on *My Programs* and *Work on DRF* to access the program DRF.
3. Click on the requirement section of the DRF, then click on the '*Add/Edit Work*' button to access the '*Content Editor Window*.'
4. In the Content Editor Window, click on the '*Attachment Tab*' at the top of the window.
5. Click on 'My Taskstream Work' tab. Four options would now be available.
6. First, under **'Select Category'**: Click on the arrow to the right to reveal a drop down menu of a list of the category options. Choose the 'WebFolio'.
7. Second, under '**Select Folio**': Click on the arrow to the right. The name of your web folio would now be visible, select the name of your web folio.
8. Third, under '**Describe Folio**', write a brief description for the web folio explaining what it is about. You could omit this option if so choose.
9. Fourth, under 'Select standards', the default 'Do Not Show Standards' would be checked. Since you would have already selected standards within the lesson plans you created, you may not need to use this option. Leave this option checked.
10. Now click on '**Add File**' to load the work you attached, then click on '**Save and Close Window**' to save the file and close the Content Editor Window. Your Web Folio is now attached to the ePortfolio requirement.

G. Submitting the folio for Evaluation

1. You must be in your DRF (Direct Response Folio) in order to submit your work to your instructor.

2. Under the Course Code of the your DRF, click on the Requirement section (the specific assignment) [it has a '<>' icon in front of it] that you want to submit to your instructor.

3. Now click on the '*Submission & Evaluation Tab' [Step 5]* at the top right of the screen.

4. On the 'Evaluation Summary' screen, click on the 'Submit' button to the right of the assignment you are submitting

5. On the screen that says 'Please select an Evaluator', click on the check mark box next to the course instructor's name. Now click on the Submit button.

6. Write a comment in the Comment Box for your instructor to know what assignment you are submitting. Click on the 'Send Comment' button to submit the comment to your instructor.

7. The Status box should now indicate a) the date the assignment was submitted, b) the name of the instructor to whom the assignment was submitted, and c) a Cancel button.

    - The Cancel button is active as long as the instructor does not access the file you submitted. If you forwarded an assignment in error, then you could re-enter the 'Submission & Evaluation' screen and cancel the submission. However, if the instructor opens the file then the Cancel button would be Inactive and would be ghosted out.
    - After submitting an assignment for Evaluation, you would not be able to continue editing your document because it has been forwarded to your instructor. If you would like access to the document you would need to contact your instructor and ask him/her to 'release' your file (send it back to you electronically), in order that you could continue editing it.

H. Publishing the ePortfolio to the web.

1. You could publish and share any work you created in taskstream.
2. First, click on the Web Folio Builder to locate the web folio (eportfolio) you created in taskstream. Your web folio should now be visible.
3. Click on the Publish/Share tab (Tab 4) at the top of the screen.
4. From the list of options on the menu at the top, select, Publish Options.
5. Under Publish to the Web, locate the 'Current Status' and click on the 'Publish' button to publish the web folio.
6. A web address (URL) for the web folio would now be seen on the screen. Accept the web address as it is given, or you could customize it further. Make the change in the section of the address that is editable.
7. To make the web address more secure, select 'Require Password', if you so desire, and insert a password to be used to access your web folio. Remember, this is optional and not required. Select, ' No Password Needed' if you do not wish to use a password.
8. Now, click on 'Publish' to finally publish the web folio.
9. You would receive a message that your web folio was successfully published to the web.

REDUCING FILES & IMAGES USED IN TASKSTREAM

My file is too large to upload. What can I do to reduce the size of the file?

The following tips on optimizing files should help reduce file size:

- When using a scanner, the scanning resolution determines the size of the scanned image. Use a resolution of 72 dots per inch (dpi) to get a life-size image when displayed on the screens of most computers. Since computer screens display only about 72 pixels per inch, using a resolution higher than this will make your file size unnecessarily large.
- Use digital imaging software to crop unnecessary parts of the image. Note: Cropping the image in PowerPoint will not reduce the file size.
- Use .gif format when you do not need a lot of colors. For example, simple line drawings, shapes, and small icons work well in this format. You can optimize .gif images by reducing the number of colors. The fewer colors you use, the smaller the file size will be. Start with 256 colors, and reduce the number of colors until just before you notice a difference in the image. Note: Save your original images separately.
- Use .jpg format, when you are working with photographs. You can optimize .jpg images by using a lower quality choice when prompted. The default save for a .jpg in most programs will be set to 10, the highest quality. You can try reducing it to a smaller number, depending on the necessity of a sharp image for your project. The lower the quality, the smaller the file size will be. Start with the maximum quality and reduce the image quality until just before you notice a difference in the image. Note: Save your original images separately!
- Reduce image size using a graphics-editing program (such as Adobe Photoshop, or Microsoft Photo Editor). The smaller the dimensions of the image, the smaller the file size will be.
- Since computer screens display only about 72 pixels per inch, using a resolution higher than this will make your file size unnecessarily large.
- When you resize the image in a program such as PowerPoint, you are only making the picture appear smaller on the screen - the actual file size of the image has not been reduced at all.
- Graphics in PowerPoint - Individual images should be no larger than 200kb whenever possible. Maximum size of all the images in the presentation should be no more than 4mb whenever possible
- Include a blank slide at the beginning of the presentation. It would seem as though adding a blank slide at the beginning of a presentation would increase file size; however, the opposite is true. The blank slide serves as the preview image -- the image PowerPoint displays when you select a file in the Open dialog box. Since a blank slide is far less complex than the real first slide, the preview image is much smaller, thereby reducing the size of the presentation file.
- If you open and save a PowerPoint presentation without making any changes, the file size may increase. Repeating this process will result in file size increases up to 300% of the original file. To fix this problem: From the Tools menu, click Options, on the Save tab, click to clear the Allow Fast Saves check box, click OK, and save your presentation.