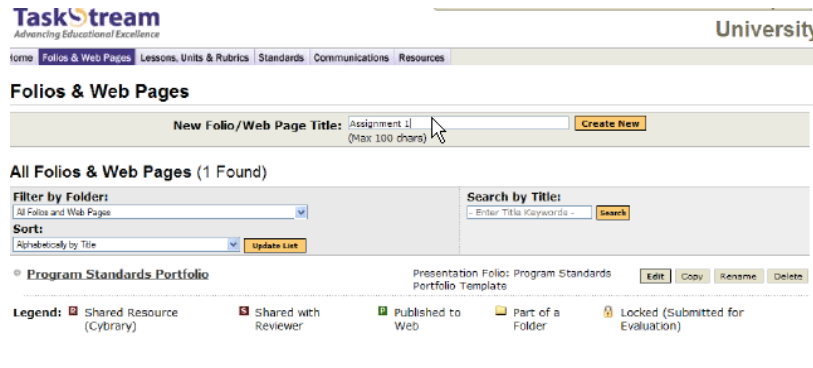
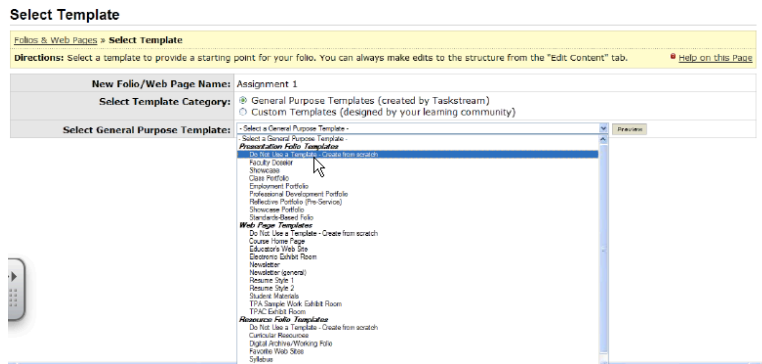


Submitting a Specific Section of the Folio for Evaluation

- Click on Folio & Web Pages tab > Create a “mini-portfolio” with title of the assignment being submitted: Type title > Click Create New

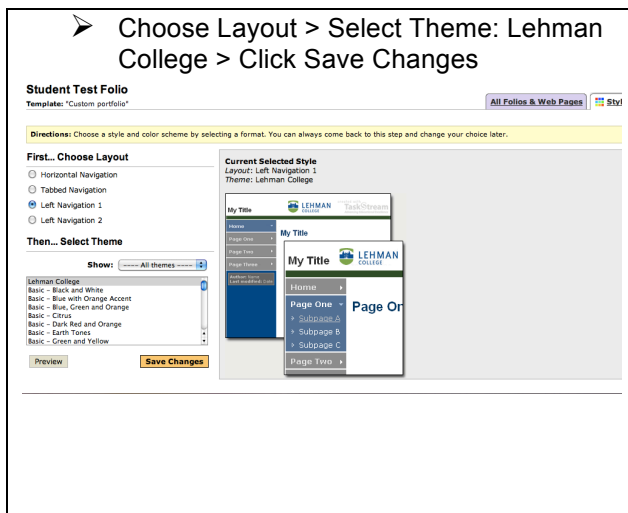


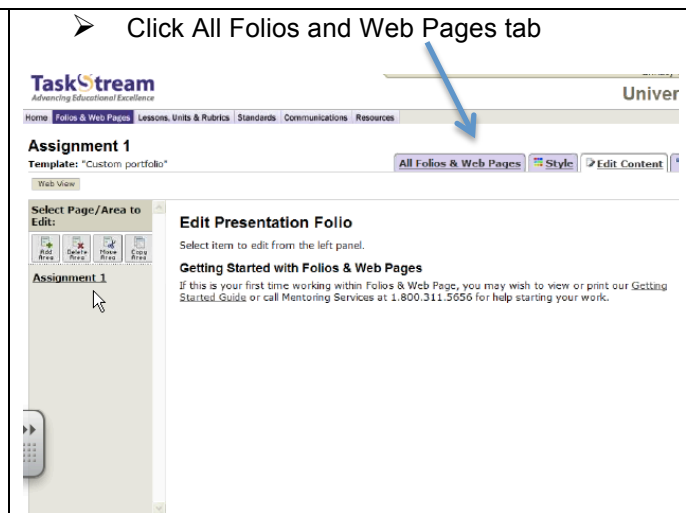
- Choose template: Select General Purpose Template > From the drop down menu select Do Not use a Template – create from scratch > Click Continue



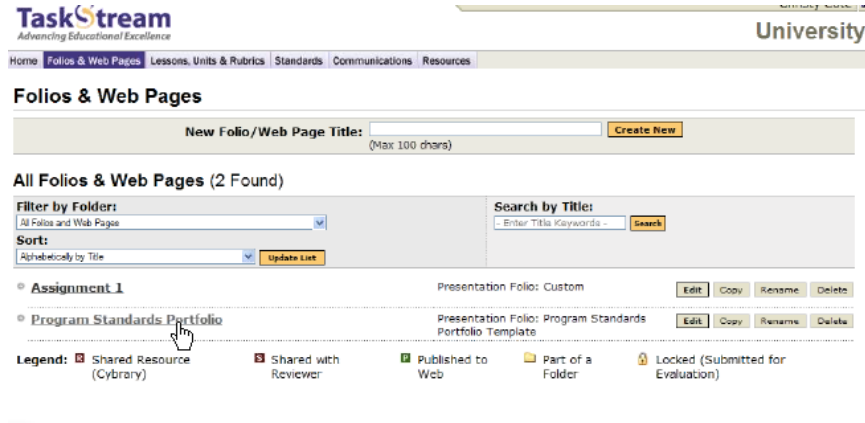
- Choose Layout > Select Theme: Lehman College > Click Save Changes

- Click All Folios and Web Pages tab

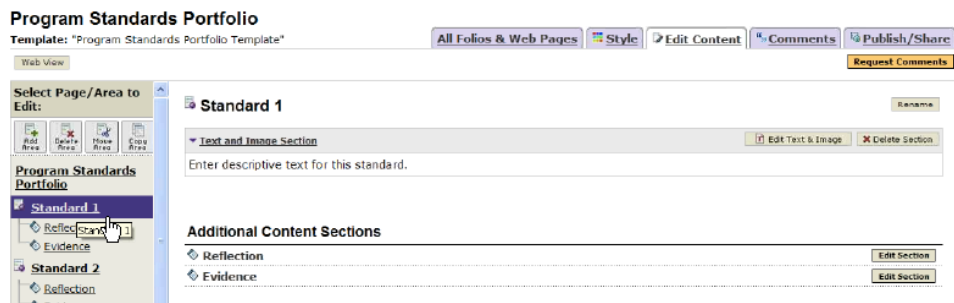




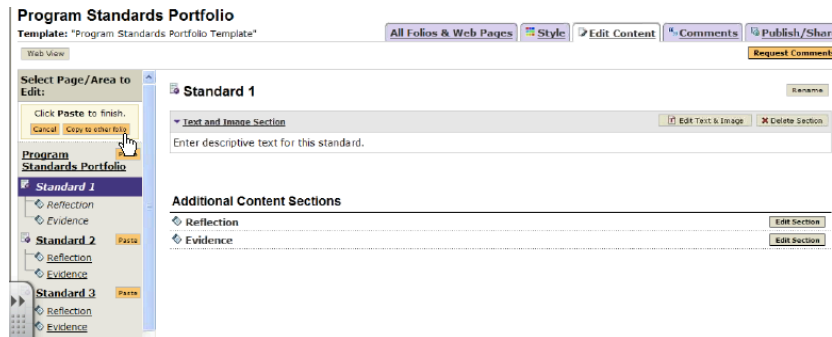
- Select the original portfolio that was created



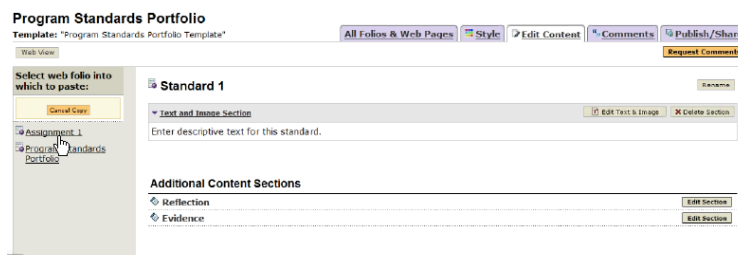
- Select area that is required to be submitted for evaluation



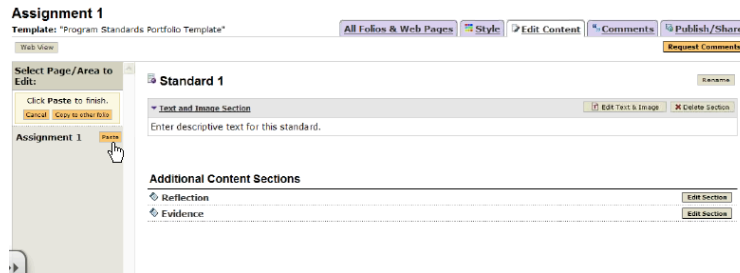
- Click Copy Area > Click Copy to other folio



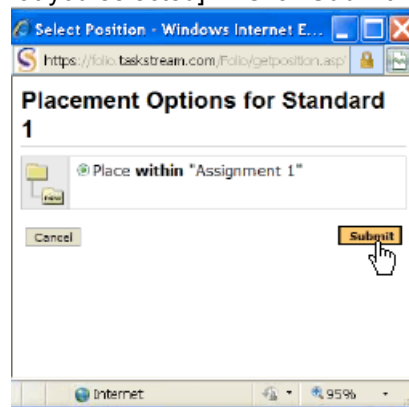
- Select the folio that is being submitted for evaluation



- Click Paste



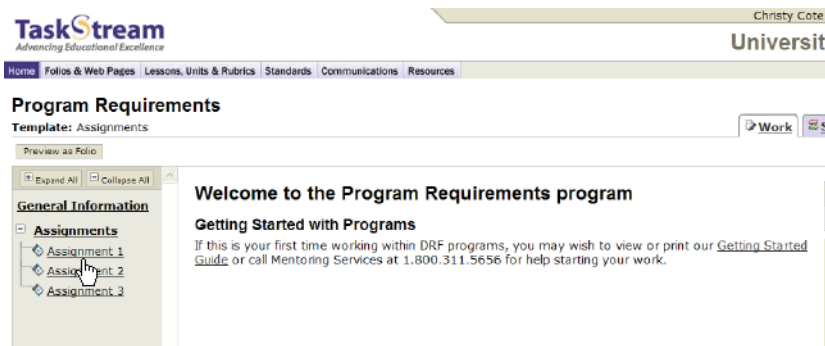
- Select Paste within "[title reflects what you selected]" > Click Submit



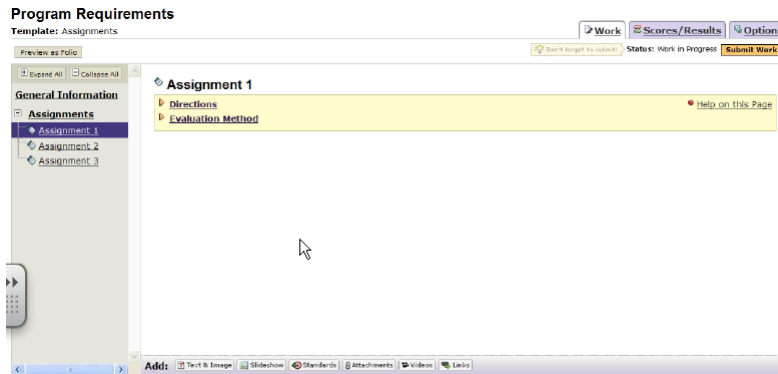
- Click on Home > Select the DRF



- From right side navigation, select the assignment name

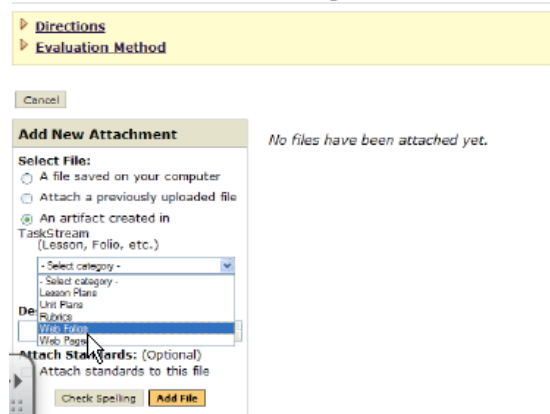


- From the Add toolbar, click Attachments



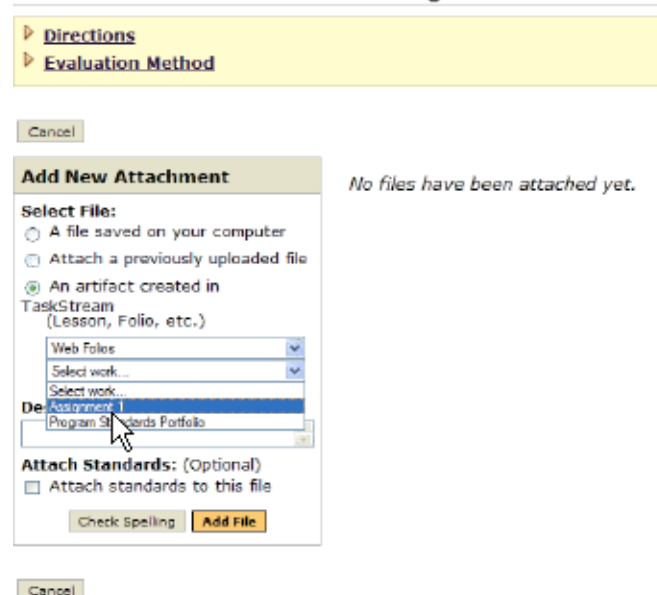
- Select An artifact created in TaskStream > Category: Web Folio

Add/Edit Attachments for Assignment 1



- Select your assignment folio from second down menu > Click Add File

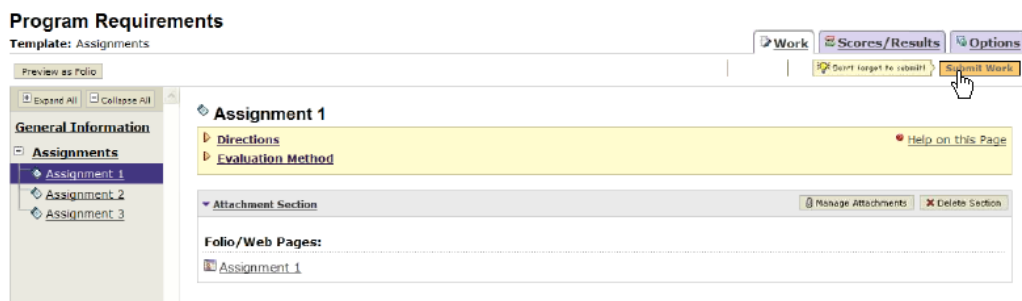
Add/Edit Attachments for Assignment 1



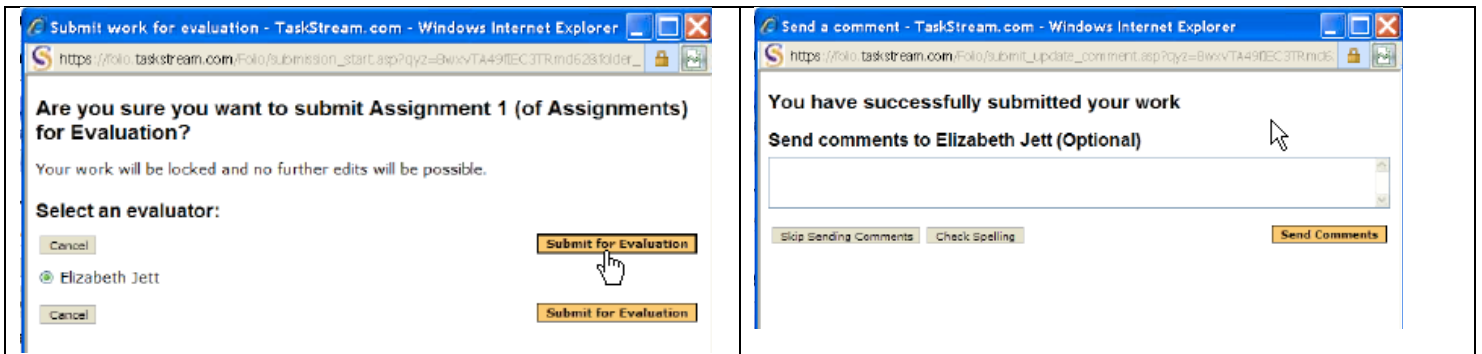
- Save and Return



- Click Submit Work



- Select Evaluator > Click Submit for Evaluation



Program Requirements

Template: Assignments

Work Scores/Results Options

Scores/Results Summary

Print View

| Area | Status | Actions | Results | History |
|--------------------|--------------------------|--|---------|------------------|
| Assignments | | | | |
| Assignment 1 | Submitted | Submitted: 11/04/2011 12:03:11 PM Submitted to: Elizabeth Jett Cancel Submission | | History/Comments |
| Assignment 2 | | Edit Work | | |
| Assignment 3 | | Edit Work | | |
| SUMMARY: | 0 areas evaluated | | | |