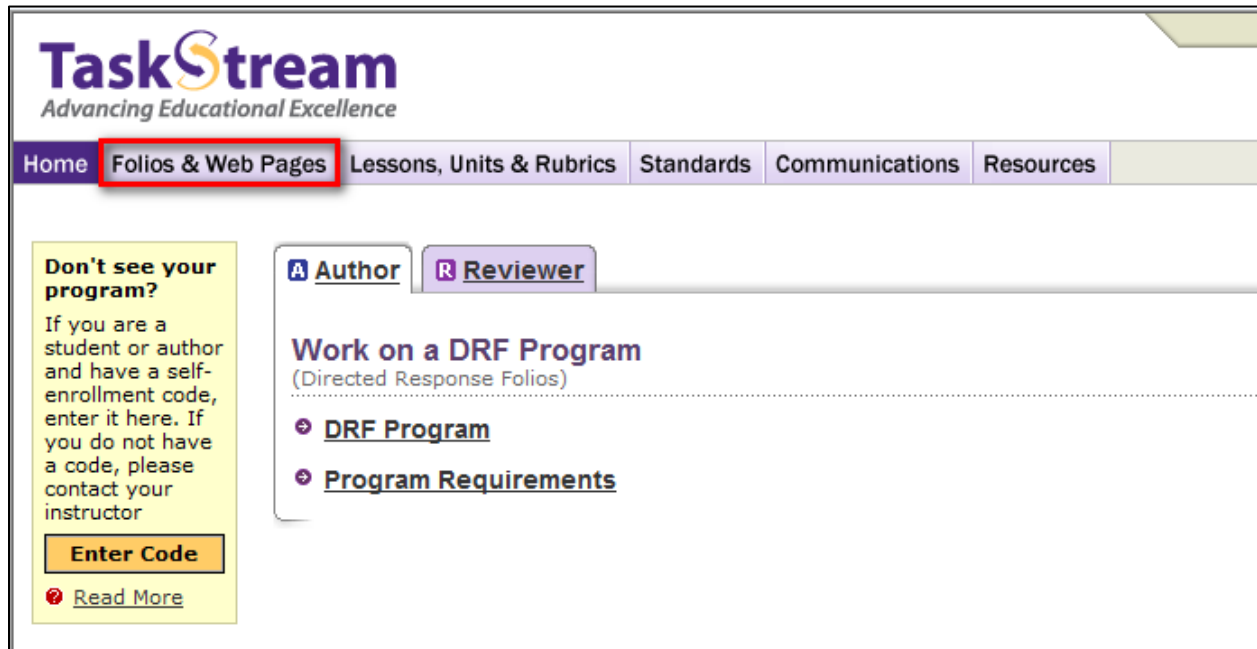


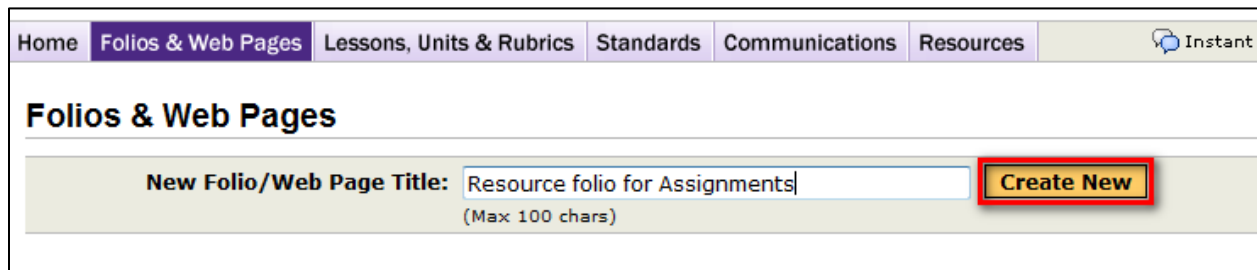
## How to Create a Resource Folio to Store Documents/Assignments

To begin, click Folios & Web Pages in the top navigation bar.



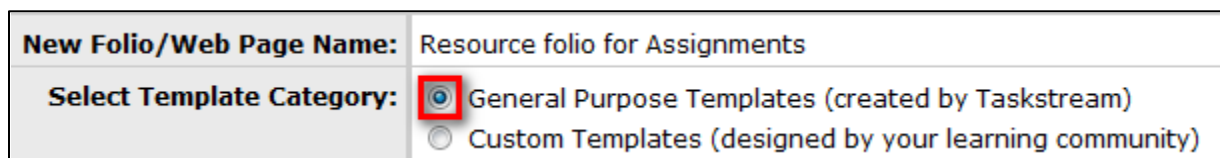
The screenshot shows the TaskStream homepage. The navigation bar includes links for Home, Folios & Web Pages (highlighted with a red box), Lessons, Units & Rubrics, Standards, Communications, and Resources. Below the navigation bar, there are two main sections: a yellow box on the left titled "Don't see your program?" with an "Enter Code" button and a "Read More" link, and a central area titled "Work on a DRF Program" with sub-sections for "DRF Program" and "Program Requirements".

Enter a title for your Resource folio and click Create New.



The screenshot shows the "Folios & Web Pages" section. The navigation bar is the same as in the previous screenshot. Below the navigation bar, the title "Folios & Web Pages" is displayed. A form field labeled "New Folio/Web Page Title:" contains the text "Resource folio for Assignments" and has a "Create New" button (highlighted with a red box) to its right. Below the form field, it says "(Max 100 chars)".

Choose General Purpose Templates (created by TaskStream) option.



The screenshot shows a form with two rows. The first row is labeled "New Folio/Web Page Name:" and contains the text "Resource folio for Assignments". The second row is labeled "Select Template Category:" and has two radio button options: "General Purpose Templates (created by Taskstream)" (which is selected and highlighted with a red box) and "Custom Templates (designed by your learning community)".

Select Do Not Use a Template – Start from Scratch from the drop down menu and click Continue. (This will allow you to organize the folders of the folio in any way you wish.)

<b>Select Template</b>	TPA Sample Work Exhibit Room TPAC Exhibit Room <b>Resource Folio Templates</b> <b>Do Not Use a Template - Create from scratch</b> Curricular Resources Digital Archive/Working Folio Favorite Web Sites Syllabus Teacher's File Cabinet
template to provide a sta	
<b>Folio/Web Page Name:</b>	
<b>Template Category:</b>	
<b>General Purpose Template:</b>	- Select a General Purpose Template -
<b>Cancel</b> <b>Continue</b>	

From the left frame, you can begin customizing the structure of your folio by clicking the Add Area button.

### Resource folio for Assignments

Template: "Custom resource folio" [All Folios & Web Pages](#) [Style](#) [Edit Content](#)

Web View

**Select Folder to Edit:**  
**Add Area** **Delete Area** **Move Area** **Copy Area**

**Resource folio for Assignments**

### Edit Resource Folio

Select item to edit from the left panel.

### Getting Started with Folios & Web Pages

If this is your first time working within Folios & Web Page, you may wish to view or print our [Getting Started Guide](#) or call Mentoring Services at 1.800.311.5656 for help starting your work.

Enter a name for your new folder and click Create.

### Add New Area

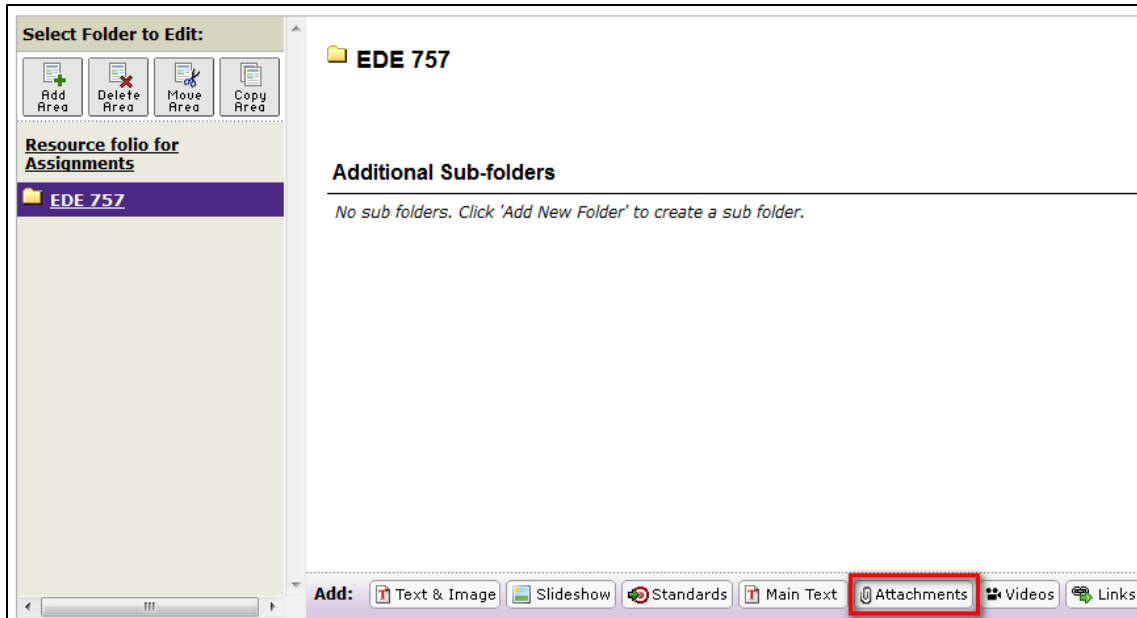
Resource folio for Assignments » Your new area will appear here

<b>Title for your new area:</b> (Limit 100 characters)	<input type="text" value="EDE 757"/>
<b>Title descriptor:</b> (Optional - Limit 100 characters)	<input type="text"/>

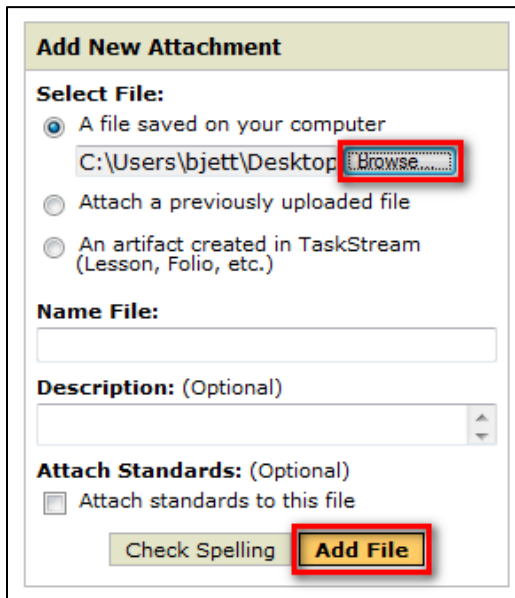
The title descriptor adds more detail to title and shows up in parenthesis right after the title; it does not appear in navigation area.

**Cancel** **Check Spelling** **Create**

To add an attachment to the folder, click on the Attachments button in the Add toolbar at the bottom of the screen.



Click the Browse button to locate the file on your computer. Once you've located it, click the Add File button.



Repeat those steps to add any additional files. Click Save and Return when finished.

