



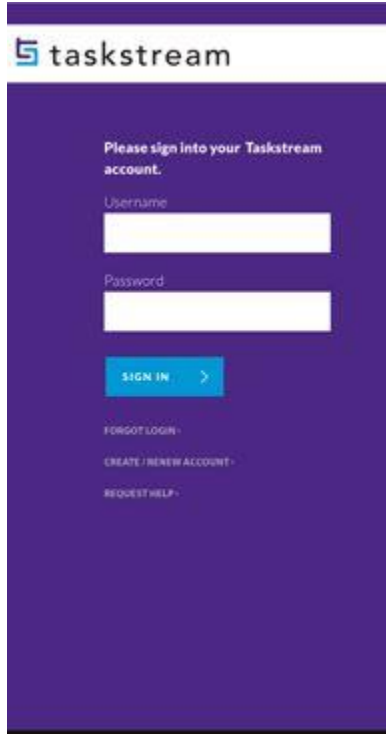
# Quick-Start Guide

## Students



## Accessing Your DRF Program(s)

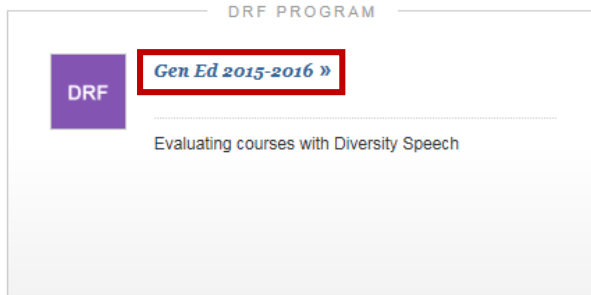
1. To begin, go to [www.Taskstream.com](http://www.Taskstream.com) and log into Taskstream using your Walsh username and password.



2. To access your Directed Response Folio (DRF), click the name of the DRF program from the home page.



### Work on a program



3. You will see the structure of your Directed Response Folio (DRF) in the left frame.

**Gen Ed 2015-2016**  
 Template: Gen Ed 2015-2016

Preview as Folio

Expand All Collapse All

**General Information**

- [-] Student Learning Outcome 1
  - English 200-1
  - SPAN 311
  - SOC 208
- [-] Student Learning Outcome 5
  - ECON 203-B
  - ECON 205-A
  - ECON 203-A
  - ECON 205-ID
  - EDU 468
  - ENG 200-6
  - GFA 103-A
  - GFA 103-B
  - GFA 209-A

**Welcome to the Gen Ed 2015-2016 program**  
 Evaluating courses with Diversity Speech

**Getting Started with Programs**  
 If this is your first time working within DRF programs, 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.

4. Find your course in the structure section on the left and click the desired course. The content of the chosen requirement section will be displayed in the right frame area. You can view the directions (if available) for the requirement by clicking the **Directions** arrow. If you would like to see the rubric being used to evaluate your work, click the **Evaluation Method** arrow.

**Gen Ed 2015-2016**  
 Template: Gen Ed 2015-2016

Preview as Folio

Expand All Collapse All

**General Information**

- [-] Student Learning Outcome 1
  - English 200-1
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  - SOC 208
- [-] Student Learning Outcome 5
  - ECON 203-B

**English 200-1 (Introduction to the Short Story)**

**Directions**  
 No directions added

**Evaluation Method**  
 A rubric is used in this Evaluation.  
 Name of rubric: Gen Ed Speaking [View rubric]  
 Final scoring method: Score is computed based on the total cumulative points author has attained

- When you are ready to add work, click the button from the bottom *Add* toolbar that corresponds with the type of content you wish to add. You can choose to add **Text & Image**, **Slideshow**, **Attachments**, or **Videos**.



**NOTE:** For the courses where speaking is being evaluated you **MUST** submit a video.

## Submitting the Requirement to Your Evaluator

- Click the **Submit Requirement** button from the top of the Work tab.



- Follow the instructions on the screen to submit your assignment and add comments, as necessary. Click **Yes- Submit My Work**

