

## Creating your e-Portfolio: Instructions

All Pathways Program students have the opportunity to learn about, create, and ultimately share their e-Portfolios (you will be able to determine how widely you share it). In the fall, the e-Portfolio focuses on reflection; in the spring, the e-Portfolio showcases your public, professional, and/or academic accomplishments and aspirations and is designed to be shared with potential employers, professors, and administrators; in the summer, your e-Portfolio is an opportunity to undertake and document a pursuit of interest to you. You will receive a stipend each semester for completion of the e-Portfolio assignment and requirements. Over the course of the semester, you should expect to spend an average of 2 hours per week on the e-Portfolio assignment and related Pathways Program requirements.

We do not expect that our new students will have any experience with e-Portfolios, and we structure our program to begin with the very basics. Creating your e-Portfolio, which is what this document guides you in doing, is your first step. Please be sure to follow the instructions through to the end. If you have any questions, you can reach out by email or come to our office hours or Folio Cafés.

This document will guide you to:

- I. Create an account in Taskstream, our e-Portfolio platform
- II. Log on to your Taskstream account
- III. Create an e-Portfolio.
- IV. Add content to your e-Portfolio
- V. Share your e-Portfolio with us

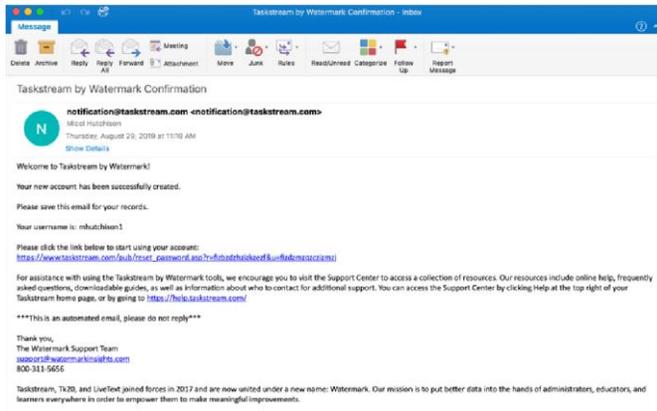
If you would prefer to follow the instructions for creating your e-Portfolio by following a video instead, please visit the instructional videos on our Canvas site.

## Part I: Creating your account in Taskstream

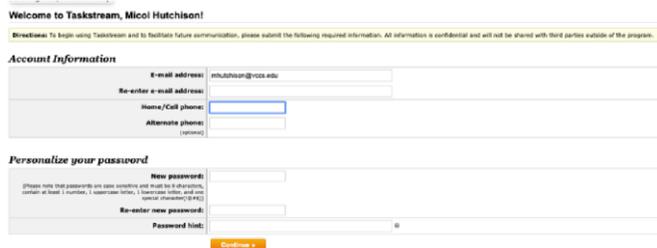
Your Taskstream username will be your VCCS email address without the @email.vccs.edu part. For example, if your email address is mvh1234@email.vccs.edu, then your **Taskstream username will be mvh1234**.

### Creating a password and logging on:

1. Find the email in your *email.vccs.edu* inbox from Taskstream titled “Taskstream by Watermark Confirmation” and open it.



2. Follow the confirmation link to complete your account information and personalize password.



The form contains the following sections:

- Account Information:** Fields for "E-mail address" (pre-filled with mhutchison@vccs.edu), "Re-enter e-mail address", "Home /Cell phone", and "Alternate phone".
- Personalize your password:** Fields for "New password", "Re-enter new password", and "Password hint".
- A "Continue" button at the bottom right.

3. Continue and log on to Taskstream.
4. After you have a Taskstream username and password, you can go to watermarkinsights.com/signon and select “Taskstream” button (bottom left) to log on.

## Part II: Logging on to your Taskstream e-Portfolio

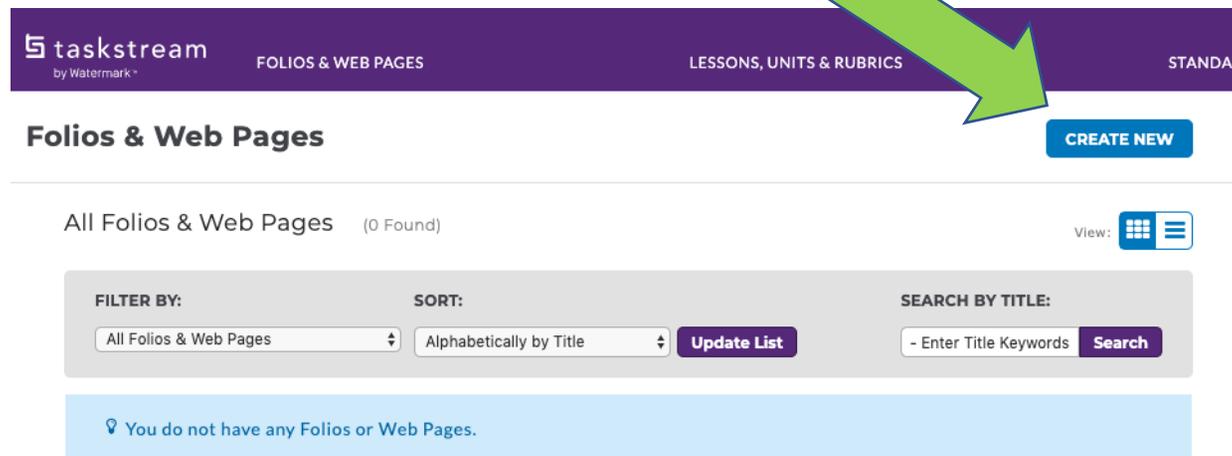
1. Go to [watermarkinsights.com/signon/](http://watermarkinsights.com/signon/) and select the “Taskstream” button to log on
2. Use the username (ex: mvh1234) and password that you have set up with Taskstream
3. If you ever have trouble logging on, you can reset your password by selecting the “Get Help” or “Login assistance” at <https://login.taskstream.com/signon/>, or by calling the Taskstream helpdesk at (800) 311-5656 (Mon-Thur 8am-9pm, Fri 8am-7pm, Sun 5-10pm). They are quite willing and able to assist you with any technological issues. The helpdesk can also help you with technical issues.

## Part III: Creating your e-Portfolio

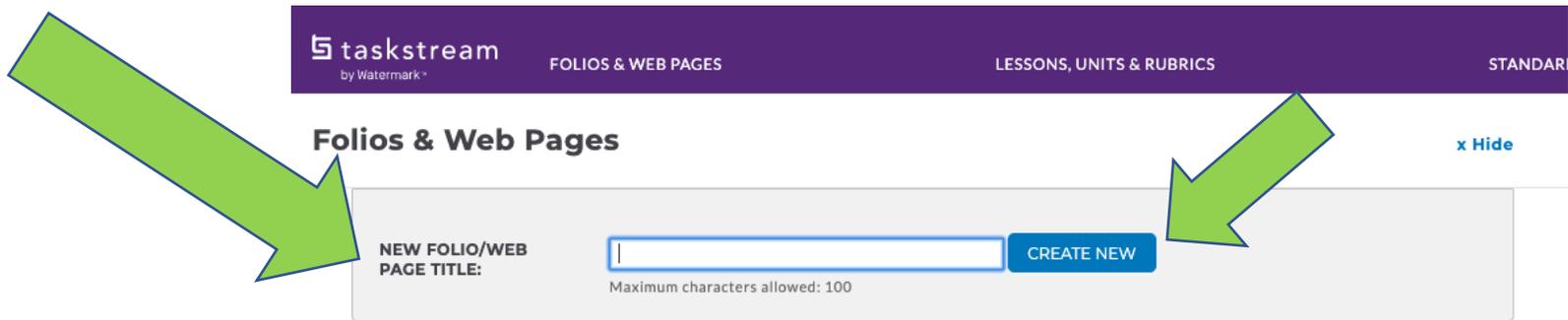
- 1) Log in to your Taskstream account (<https://www.watermarkinsights.com/signon/>)
- 2) Select FOLIOS & WEB PAGES in the upper left-hand corner:



- 3) Click on the **blue CREATE NEW** button in the upper righthand corner.



- 4) Create a title for your e-Portfolio (this will be visible to anyone you share your e-Portfolio with and should be a professional title) and click CREATE NEW button.



- 5) Where it says “Select Template Category,” elect “**General Purpose Templates (created by Taskstream).**” Next, where it says, “Select General Purpose Template,” click the dropdown arrow and select “**Do Not Use a Template – Create From Scratch**” and click the CONTINUE button.

New Folio / Web Page Name :	e-Portfolio 1
Select Template Category :	<input checked="" type="radio"/> General Purpose Templates (created by Taskstream) <input type="radio"/> Custom Templates (designed by your learning community)
Select General Purpose Template :	Do Not Use a Template - Create from scratch <span>▼</span> <span>Preview</span>
<span>CANCEL</span> <span>CONTINUE</span>	

\*Note: The name of your portfolio will also be the name of your home page (the first page of your portfolio).

- 6) Choose a theme that you like (**You can explore and change this later too, if you want.**) and change the layout and color if you wish.

taskstream by Watermark™

FOLIOS & WEB PAGES LESSONS, UNITS & RUBRICS STANDARDS COMMUN

PP Example  
Template: "Showcase Portfolio" All

Help on this

My Style

Theme Selected  
No Theme Selected

All Themes

Browse the Taskstream Themes!

Architect Candy Jewel Label Nature Noir

7) Click **APPLY** in the upper righthand corner

taskstream by Watermark™

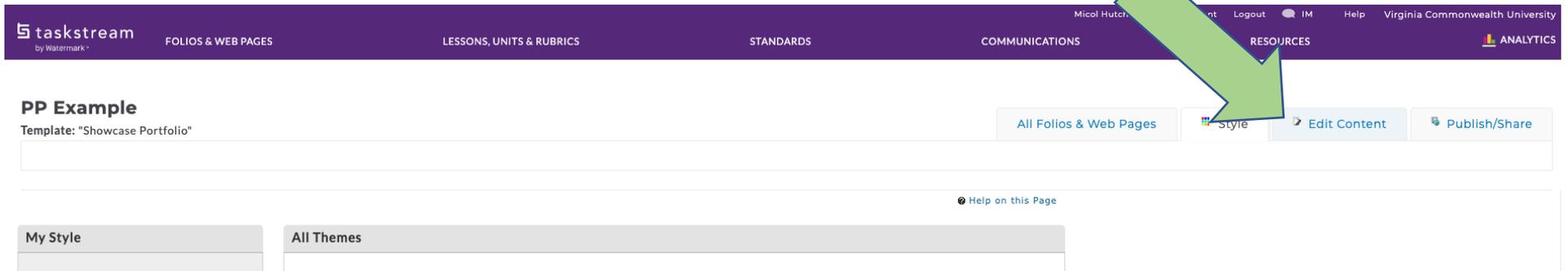
Cancel X APPLY ✓

Current Theme: Architect

My Title Goes Here Preview

## Part IV: Adding content to your e-Portfolio

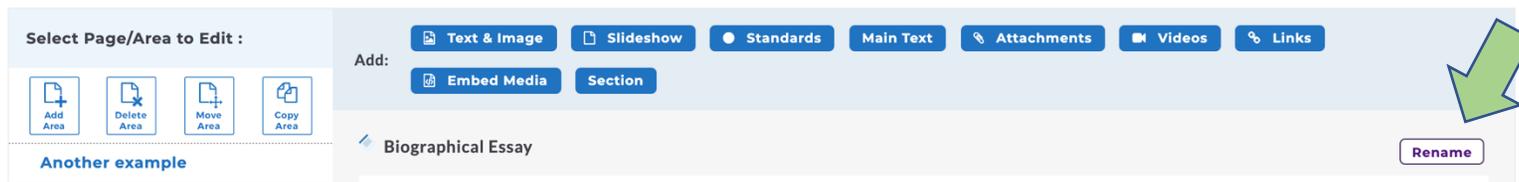
1) Select “Edit content” tab.



The screenshot shows the top navigation bar of the taskstream interface with the following items: taskstream by Watermark, FOLIOS & WEB PAGES, LESSONS, UNITS & RUBRICS, STANDARDS, COMMUNICATIONS, RESOURCES, and ANALYTICS. On the right side of the navigation bar, there are links for Micol Hutch, Logout, IM, Help, and Virginia Commonwealth University. Below the navigation bar, the main content area is titled 'PP Example' with a subtitle 'Template: "Showcase Portfolio"'. On the right side of this area, there are three buttons: 'All Folios & Web Pages', 'Style', and 'Edit Content'. A green arrow points to the 'Edit Content' button. Below this area, there is a 'Help on this Page' link and two tabs: 'My Style' and 'All Themes'.

Now, you want to add pages based on the elements from your e-Portfolio assignment. (Examples of elements can include “About Me,” “Career Goals,” or “Resume,” etc.)

a) To **add a page**: Go to the left side where it says, “Select Page/Area to Edit:” and click “**Add Area**”



The screenshot shows the 'Select Page/Area to Edit' interface. On the left side, there are four buttons: 'Add Area', 'Delete Area', 'Move Area', and 'Copy Area'. Below these buttons is a link labeled 'Another example'. On the right side, there is an 'Add:' section with several buttons: 'Text & Image', 'Slideshow', 'Standards', 'Main Text', 'Attachments', 'Videos', 'Links', 'Embed Media', and 'Section'. Below this section, there is a list of items, with 'Biographical Essay' selected. To the right of 'Biographical Essay' is a 'Rename' button. A green arrow points to the 'Add Area' button.

You don't have to include a descriptor, though you can if you'd like. When you're done renaming, click APPLY CHANGES.

**\*\*\* BE CREATIVE WITH YOUR PAGE TITLES! Do not restrict yourself to saying things like “Element 1” etc.**

b) To **add or delete pages:**

- a. FIRST go to the left side where it says, "Select Page/Area to Edit:" **CLICK on the name of your portfolio** so that it is highlighted in blue (in the example picture below, the name of the e-portfolio is *e-Portfolio 1*, which is circled)
- b. THEN click "Add Area" or "Delete Area" (whichever one you need to do)
- c. If you clicked "Add Area," you would need to give your area a title and then click CREATE. (In the example picture below, I named the new page that I just added "*section 1.*" Of course, your pages will have more creative, specific names.)

## e-Portfolio 1

Template: "Custom portfolio"

PREVIEW

Select Page/Area to Edit :



e-Portfolio 1

Select Page/Area to Edit :



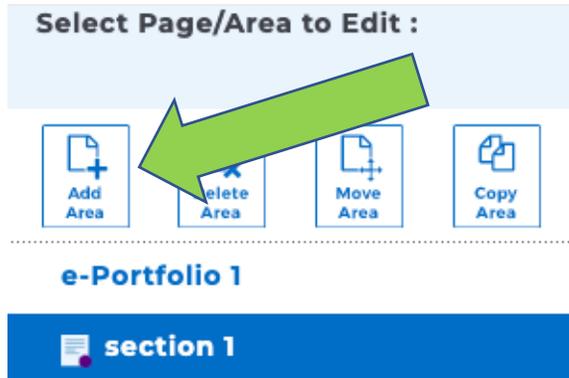
e-Portfolio 1

section 1

c) You can also add a sub-page to one of your pages! This is useful when categorizing multiple things under a single page.

To do this:

1. **FIRST** click on the **page** you want to add a sub-page for
2. Then, click "Add Area"

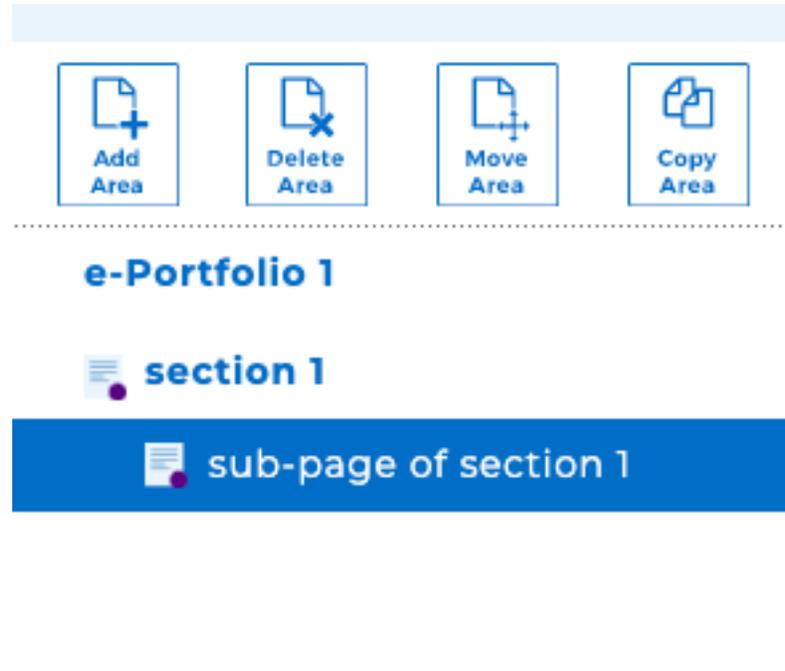


3. Next, give a title for your sub-page. (In the example picture below, I wrote "*sub-page of section 1*" as my title.)
4. For placement, click the **2<sup>ND</sup> OPTION** (the option in the yellow square in the example picture below) and then click CREATE

### Add New Area

<b>Title for your new area :</b> ( Limit 100 characters )	<input type="text" value="sub-page of section 1"/> Try to keep title short since the title shows up as a navigation link.
<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.
<b>Placement :</b>	<p><input type="radio"/>  Add as a link from "e-Portfolio 1" web page This area will appear at the same level as the "section 1" web page</p> <p><input checked="" type="radio"/>  Add as a link from "section 1" web page This area will appear as a link within the "section 1" web page</p>

Your sub-page should look similar to this:



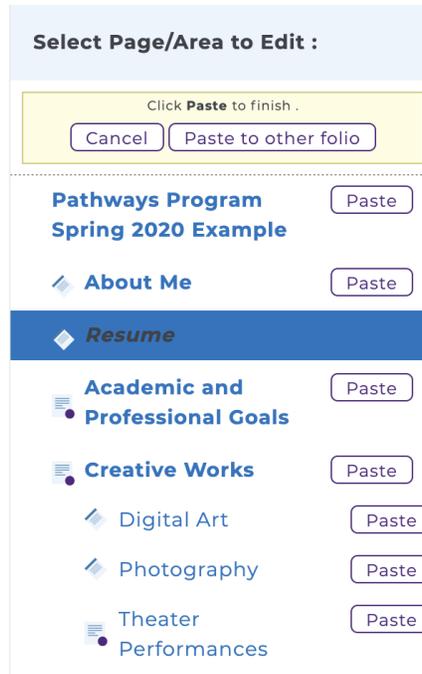
- d) **To move a page:** Select the page you want to move and click on “Move Area.” You’ll then select where you want to move that page by clicking on **PASTE** in the area where you want it to go.

After that, you’ll be given the option of placing the new area above, below, or within the page you selected. Make your selection and click SUMBIT.

### Placement Options for section 2

	<input type="radio"/> Place <b>above</b> "section 1"
	<input type="radio"/> Place <b>below</b> "section 1"
	<input type="radio"/> Place <b>within</b> "section 1"

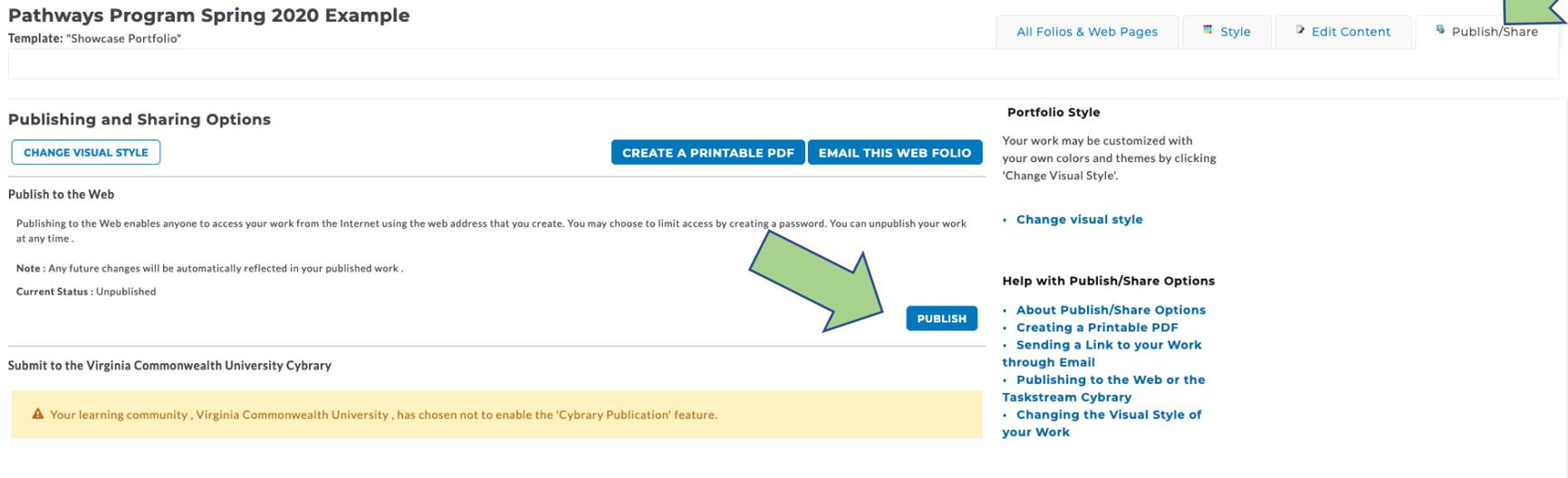
- a) Once you have your own pages, you can add content to or edit any of the areas by clicking on the page and then editing or adding text & image. (Be sure to include images in your e-Portfolio!) You can preview your e-Portfolio anytime by selecting “PREVIEW” in the upper left-hand corner.



## Part V: Sharing your e-Portfolio

In order for anyone to see your e-Portfolio, you must publish it. Don't worry: You can continue to edit and add to your e-Portfolio after you've published it. Please share your e-Portfolio with us as soon as you've finished creating it. This step is required for you to be eligible for a stipend!

- 1) Go to the **Publish/Share tab** on the upper righthand side and select the **PUBLISH** button.



**Pathways Program Spring 2020 Example**  
Template: "Showcase Portfolio"

All Ffolios & Web Pages | Style | Edit Content | Publish/Share

**Publishing and Sharing Options**

CHANGE VISUAL STYLE | CREATE A PRINTABLE PDF | EMAIL THIS WEB FOLIO

**Publish to the Web**

Publishing to the Web enables anyone to access your work from the Internet using the web address that you create. You may choose to limit access by creating a password. You can unpublish your work at any time.

Note : Any future changes will be automatically reflected in your published work .

Current Status : Unpublished

Submit to the Virginia Commonwealth University Cybrary

⚠ Your learning community , Virginia Commonwealth University , has chosen not to enable the 'Cybrary Publication' feature.

**Portfolio Style**

Your work may be customized with your own colors and themes by clicking 'Change Visual Style'.

- Change visual style

**Help with Publish/Share Options**

- About Publish/Share Options
- Creating a Printable PDF
- Sending a Link to your Work through Email
- Publishing to the Web or the Taskstream Cybrary
- Changing the Visual Style of your Work

- 2) Create your customized web address and decide whether you want your e-Portfolio to be password-protected. (If you make it password-protected, you will need to give the password, along with the web address, to anyone you want to share your e-Portfolio with. Be sure you use a password that can be shared.) Click "Publish." (Remember: You can continue to make changes to your e-Portfolio after you've published it.)

### Publish Options

<b>Create a Customized Web Address:</b> A suggestion has been provided, you may change it if you wish	1 <a href="https://www.taskstream.com/ts/hutchison48/">https://www.taskstream.com/ts/hutchison48/</a> <input type="text" value="PPEExample"/> (Only numbers, letters, and dashes '-' are allowed; no spaces or slashes.)
<b>Create a password:</b> A password limits access to this web address	<b>Create a Password</b> <input type="radio"/> No password needed <input checked="" type="radio"/> Password needed
	Require password : <input type="text"/> (Use a minimum of 4 characters - only numbers and letters allowed, no spaces.)
<input type="button" value="CANCEL"/> <input type="button" value="PUBLISH"/>	

3) Copy your URL (your address) to include in the e-Portfolio address [form](https://forms.gle/QuWVU3LjGHiHoBCWA) (<https://forms.gle/QuWVU3LjGHiHoBCWA>)

### Publication Successful

Pathways Program Spring 2020 Example has been published successfully.

Address : <https://www.taskstream.com/ts/hutchison48/PathwaysProgramSpring2020Example>

Password : No password specified



📌 Write this web address (URL) down for future reference or e-mail this web address to yourself or friends. You can continue to edit your work by going back to the Work tab. Edits will be automatically reflected in your published work.

- 🔗 [Edit Web Address](#)
- 🔗 [Back to Options Screen](#)

**Your e-Portfolio address—copy this and paste it into the form!**