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.

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/ 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.

*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.
7) Click **APPLY** in the upper righthand corner
Part IV: Adding content to your e-Portfolio

1) Select “Edit content” tab.

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”

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.)
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 2ND OPTION (the option in the yellow square in the example picture below) and then click CREATE

Add New Area
Your sub-page should look similar to this:

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**e-Portfolio 1**

**section 1**

**sub-page of section 1**

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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 SUBMIT.

**Placement Options for section 2**

- Place above "section 1"
- Place below "section 1"
- Place within "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.

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.)
3) Copy your URL (your address) to include in the e-Portfolio address form (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.

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