

Submitting Your Presentation Portfolio for Evaluation in Your Evaluation Portfolio

- Log into Taskstream
- Click on your EVALUATION Portfolio under HOME tab
- Click on Current Portfolio Review or Portfolio Review (always click on Current if both are present)
Portfolio Review 1 = Admission into Teacher Education (EDF 203 or EDF 310 students)
Portfolio Review 2= Methods students
Portfolio Review 3 = Student Teachers
- Click on LINKS at bottom of page
- Type Presentation Portfolio in name link box
- Type in Website URL box:
http://studentweb.eku.edu/YOUR PERSONAL EKU username/eportfolio/
Example: http://studentweb.eku.edu/mary_smith_2978/eportfolio/
- Check link by pressing TEST button and scroll down and click on White Welcome hyperlink
 - If after pressing TEST you get a page error, then something is probably wrong with the structure of your W drive. This is easy to fix on campus, a bit harder off campus. Go to <http://coe.eku.edu/tech/taskstream.php> for instructions.
- You should now see your Presentation Portfolio
- Look in the address bar of your browser window containing your presentation portfolio
 - If it has the word “folio” is in front of taskstream.com, then it is incorrect and may not work properly. Go to <http://coe.eku.edu/tech/taskstream.php> and use the “Link Your TaskStream Presentation Portfolio” document that is appropriate to you location to fix it.
- If password protected, type your password for your instructor in Description Box
- Press Add Link
- Save and Return
- Click Yellow Submit Work button
- Find your professor’s name and click on the bubble or radio button
- Press submit work at either top or bottom of page
- Either send comments or skip sending comments
- A screen will then appear that gives time your work was submitted to your professor.