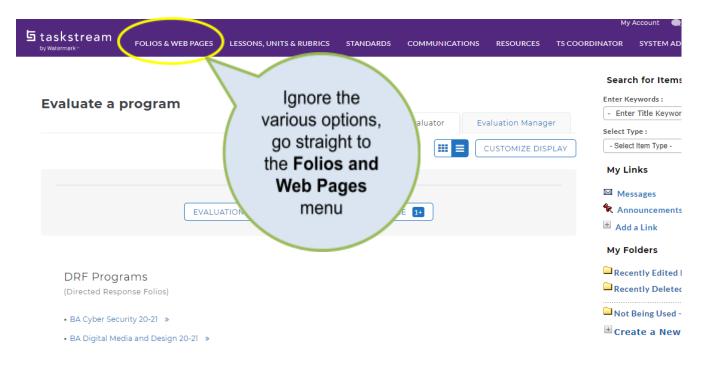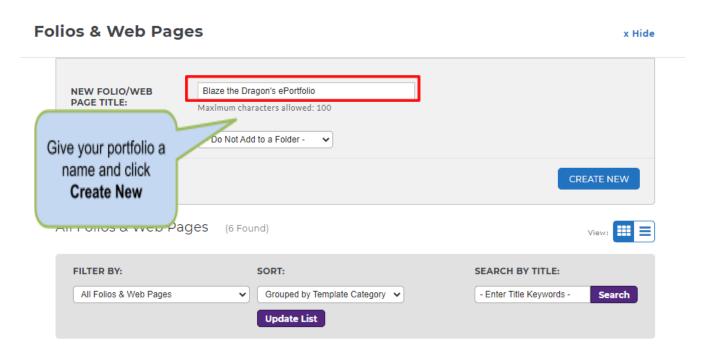# Quick Guide to Taskstream: Creating Your ePortfolio

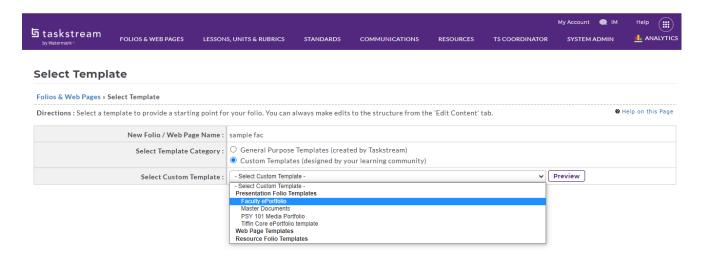## Step 1: Open Taskstream from any Moodle course (click or tap the Taskstream Access link)

Note: as long as you access Taskstream from Moodle, you will not need to login or enter a code. In the future, you might create an account to use outside of Moodle, but not likely in your first term or two.
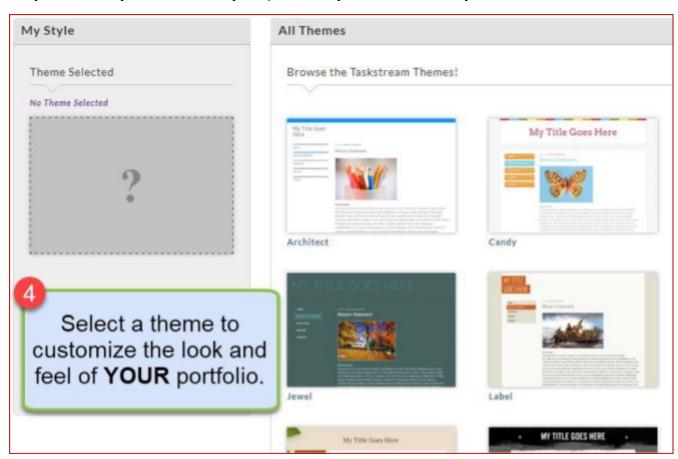

Step 2: Name your new portfolio.

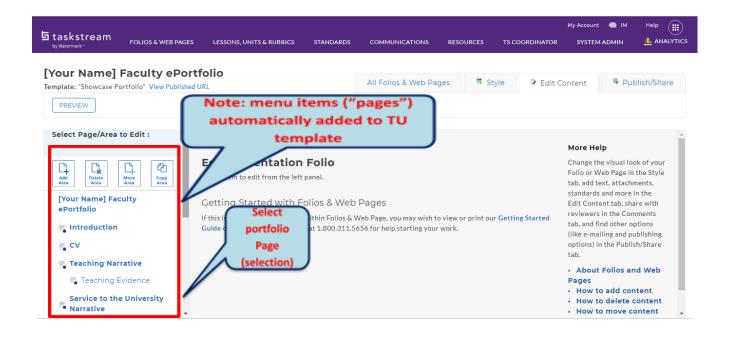## Step 3: Select the custom Faculty ePorfolio template.

Step 4: Select a theme for your portfolio from the many options.

Try to find a style that reflects your personality and individual style.

Step 5: Select Page to edit.

A page is basically a section or menu item in the ePortfolio. When you create the ePortfolio using the Tiffin Core template these items will appear automatically.

Step 6: Use the web editor to revise the page information.

Alternatively, you can select the **Attachment** option to upload a word-processed document or use the other options to insert videos, images, links to web pages or other types of media.
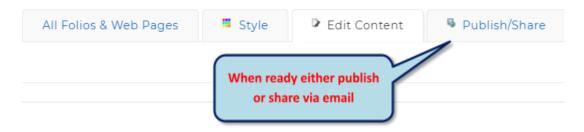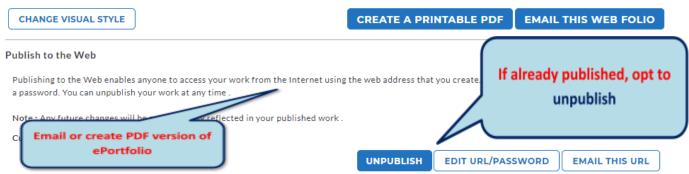
Steps 7-8: Publish/Share

At the top of the Taskstream window click **Publish/Share** to share your work with others. The screenshot for Step 8 shows your options for either sharing a link to your portfolio via email (e.g. to your instructor or potential employer) or creating a single PDF document for download or offline use.

If you previously published your portfolio and no longer wish for it to be available online, click the button, **UNPUBLISH**.

Note carefully**:** you must **Publish/Share** your ePortfolio. If this step is not completed others will be unable to view your work.

Step 9: Publish Settings

To finalize your work, select **Publish/Share** then **Publish**. Optionally, you may customize the Web address. You can't change the URL, but you can personalize the name of the web page. This name, however, cannot include spaces or special characters. For example, "Maus-portfolio" satisfies the requirement, but "Michelle's Portfolio" or "Michelle's_Portfolio" do not due to the apostrophe, space, and underscore character.

You may opt for the **No password needed** option or assign a password of your choice. Please keep in mind that no one will be able to view your ePortfolio without the password, if that option is chosen.

Publish Options

Create a Customized Web Address: A suggestion has been provided, you may change it if you wish	1 https://www.taskstream.com/ts/manager448/ [Michelle e-Portfolio] (Only numbers, letters, and dashes '-' are allowed; no spaces or slashes.)
Create a password: A password limits access to this web address	┌─ Create a Password ─────────────────────────┐ ◉ No password needed ○ Password needed └───┘ Require password : [ ] (Use a minimum of 4 characters - only numbers and letters allowed, no spaces.)

CANCEL   **PUBLISH**

Specify password option

Customize name if desired then Publish