

Sharing a Folio as A Web Link: Within TaskStream

Steps for sharing your folio with your instructor, classmates and others with TaskStream accounts.

Note: Once you share the link to your folio every time you make a change to your folio the link automatically updates to reflect those changes. You do not need to resend the link.

Click Folios & Webpages



> Select the folio you want to share



> Click the Publish/Share tab



> Select Email this Web Folio


Publishing and Sharing Options



> Select Recipients

Select Recipients

Select Taskstream subscribers:
Sent via Internal Message Center

 Any future changes will be automatically reflected in your e-mailed work.

Click **Select Recipients** **Select Recipients**

Do not allow recipient(s) to make an editable copy; send 'web view' only.

Allow recipient(s) to make an editable copy of this presentation folio. All associated Taskstream work will be copied, editable copies as well.

Allow recipient(s) to make an editable copy of any of the Taskstream work contained within the presentation folio (e.g. lessons, units, etc.)

> Select TaskStream Program > Choose your program > Select name(s) OR Select All (If you choose share your folio with everyone in your class) > Save and Close

Member Locator

Taskstream Directory

Search by Member Name:

Basic Search	Search results	Selected Member(s)
<p>Click folders to show members <input type="button" value="Advanced Search"/></p> <p><input type="button" value="Expand"/> <input type="button" value="Collapse"/></p> <p><input type="checkbox"/> Include inactive (expired) subscribers</p> <p>Select Categories/Local Areas</p> <p>Select Taskstream Programs</p> <ul style="list-style-type: none">2 edTPA Assessment Elementary Education DEMODEMO Aesthetic Ed Fall 2012DEMO Graduate Childhood Education Capstone SP 2012DEMO Graduate Childhood Education Capstone SP 2013EDL School Building Leader (entering cohort 2011)EDL School Building Leader (entering cohort 2012)edTPA Elementary Education DEMO	<p>Check all that apply</p> <p><input type="checkbox"/> Select All</p> <p><input type="checkbox"/> Alexandria Ross A</p> <p><input checked="" type="checkbox"/> Naliza Sadik A</p>	<p>Uncheck to remove from list</p> <p><input type="button" value="Cancel"/> <input type="button" value="Save and Close"/></p> <p><input checked="" type="checkbox"/> Naliza Sadik</p>

> Scroll to bottom of page > Click Send Message