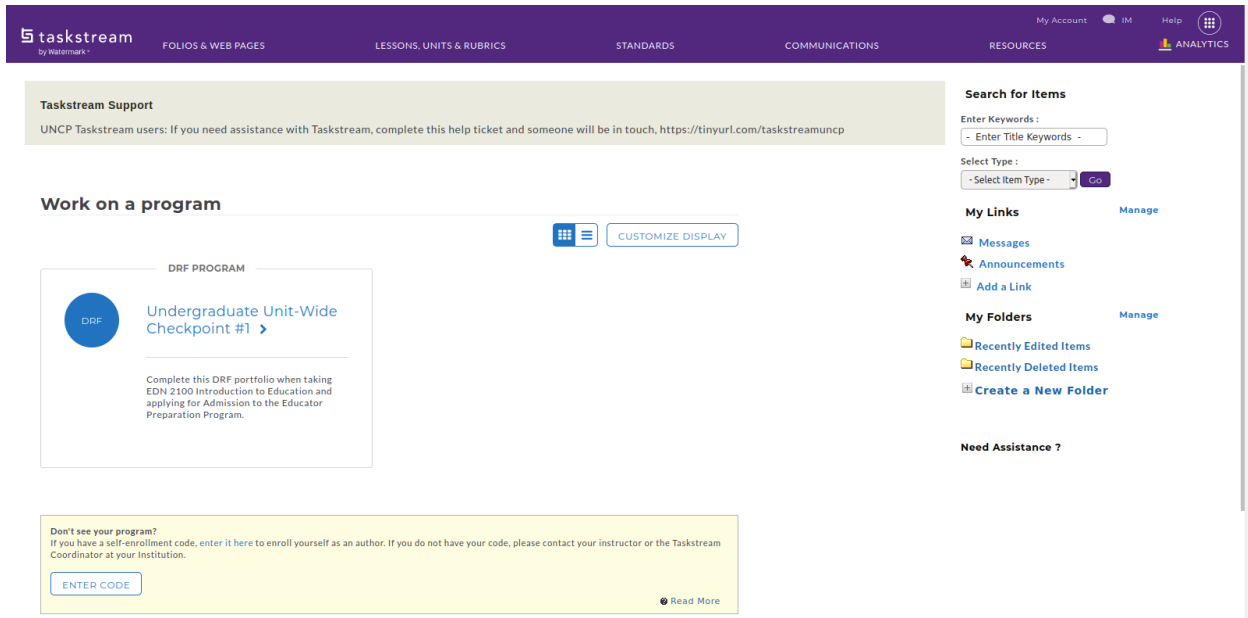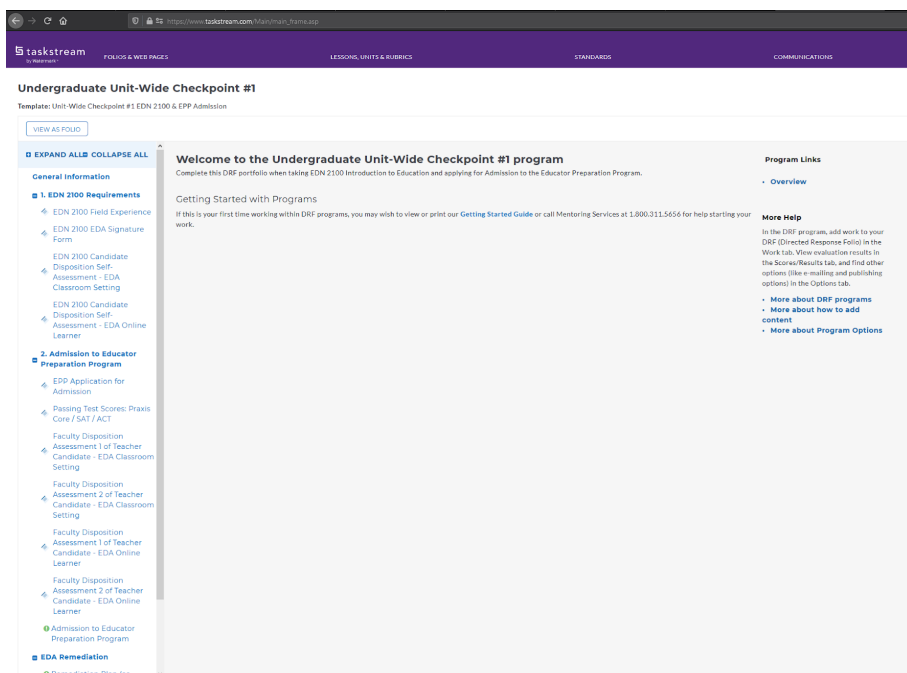This document will cover navigating a Taskstream DRF and the variety of submissions you may have to do to complete your programs DRF.

After you have enrolled in your program the DRF will now appear when you login to Taskstream.

Click on the name to begin work on the DRF.

This is the DRF screen, the sections and requirements of the DRF are displayed on the left hand side of the screen while the current selected section is displayed in the center of the screen

# You will need to enable pop-ups for Taskstream to work properly

You navigate through the requirements by clicking on them on the left-hand side, it is best to complete the requirements one at a time, and in the order they are listed in the DRF.
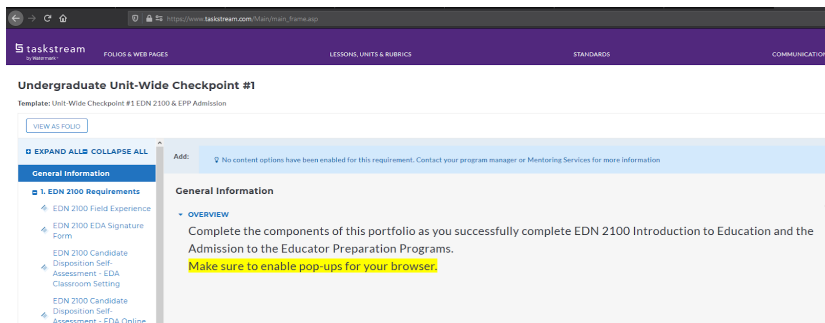
The General Information section will contain relevant information to your program
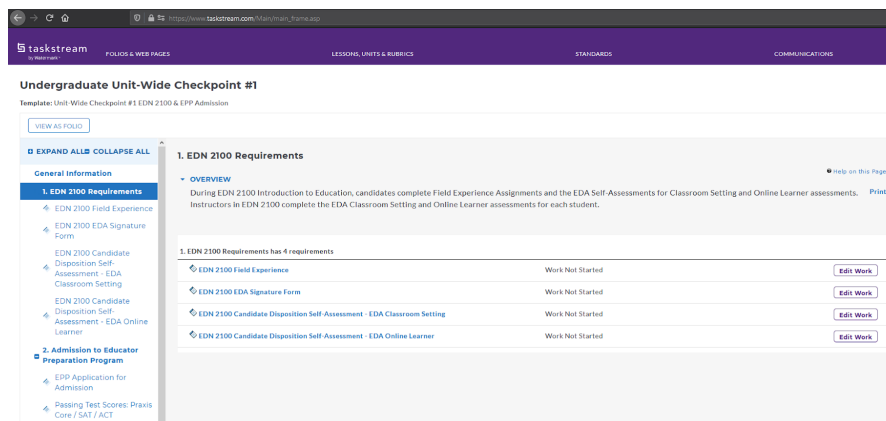
The header gives an overview of the requirements for that section, it will show you the progress you have made and what you still need to do.
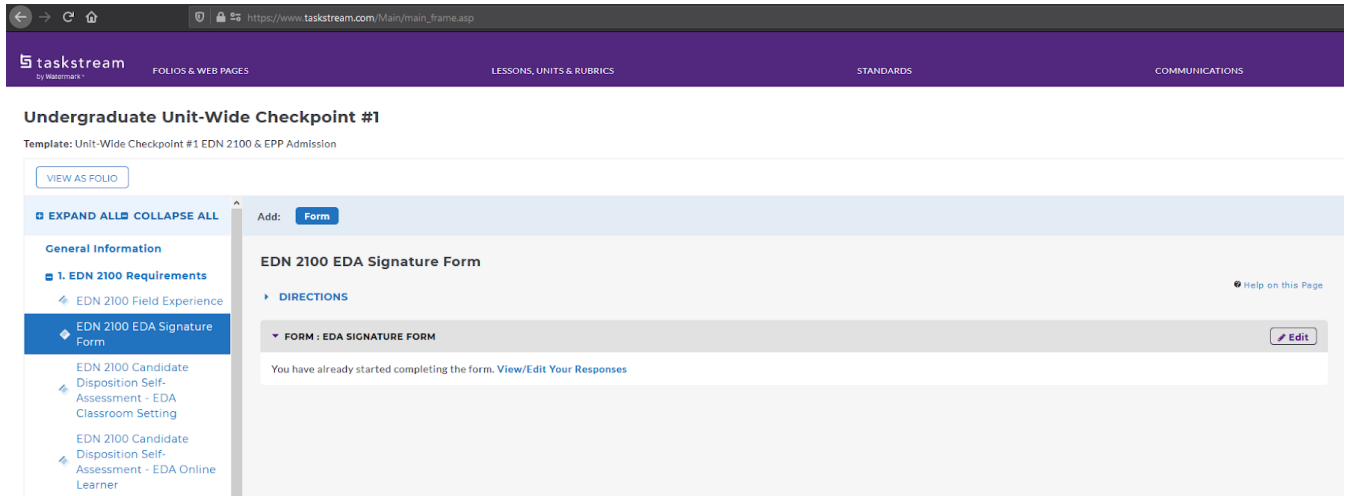
This is what a section which requires a submission will look like. To open/close the directions of the section you simply click the blue

 under the section title.

The directions of each section will instruct you on what you will need to submit for the requirement, as well as provide any additional material you will need to do so.
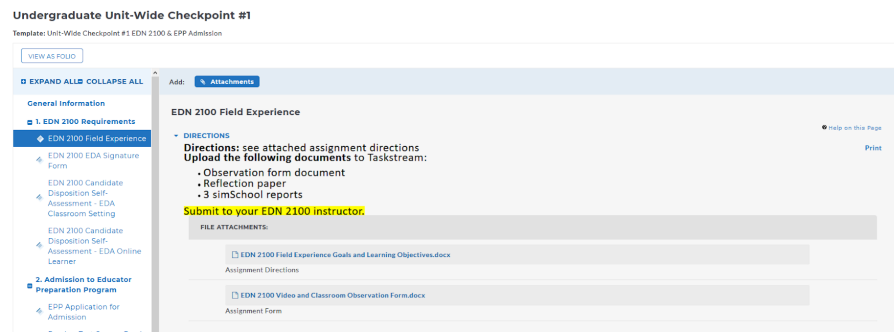
Here is what directions for one requirement looks like, note the attachments displayed below the text
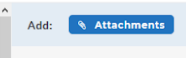
There are two common submission types, Attachments and Forms. The section will display the type of submission allowed above the section name.
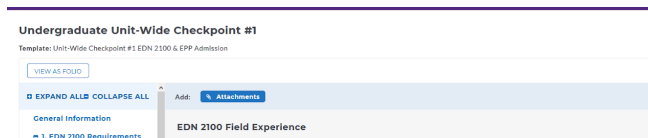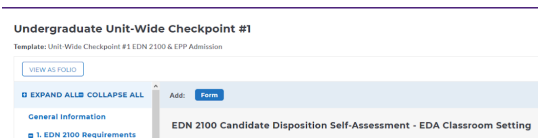

A section that requires a Form submission and a section that requires an attachment submission

To complete a Form submission, you can simply click on the button to start a new form, or you can look below the directions to find a submission window and click View/Edit Your Responses
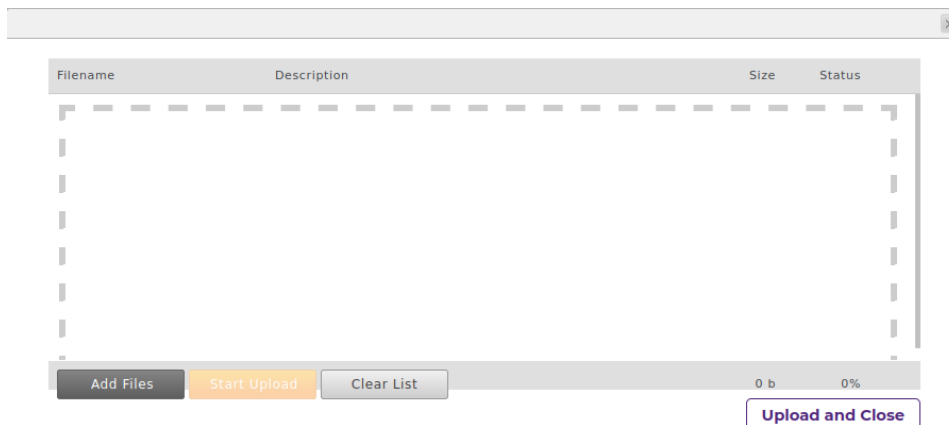
Add: **Form**

To complete an attachment submission, you can click on the button to go to the file upload screen.
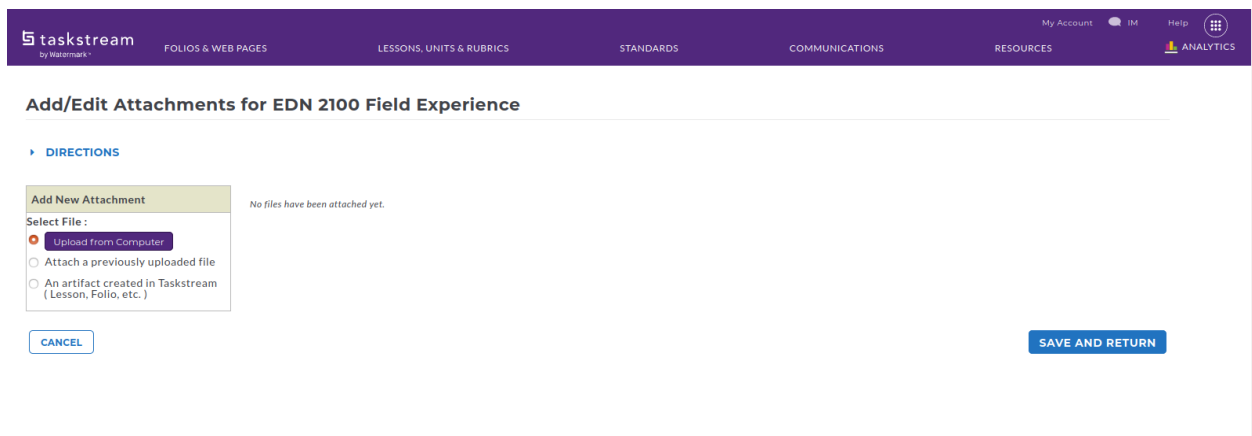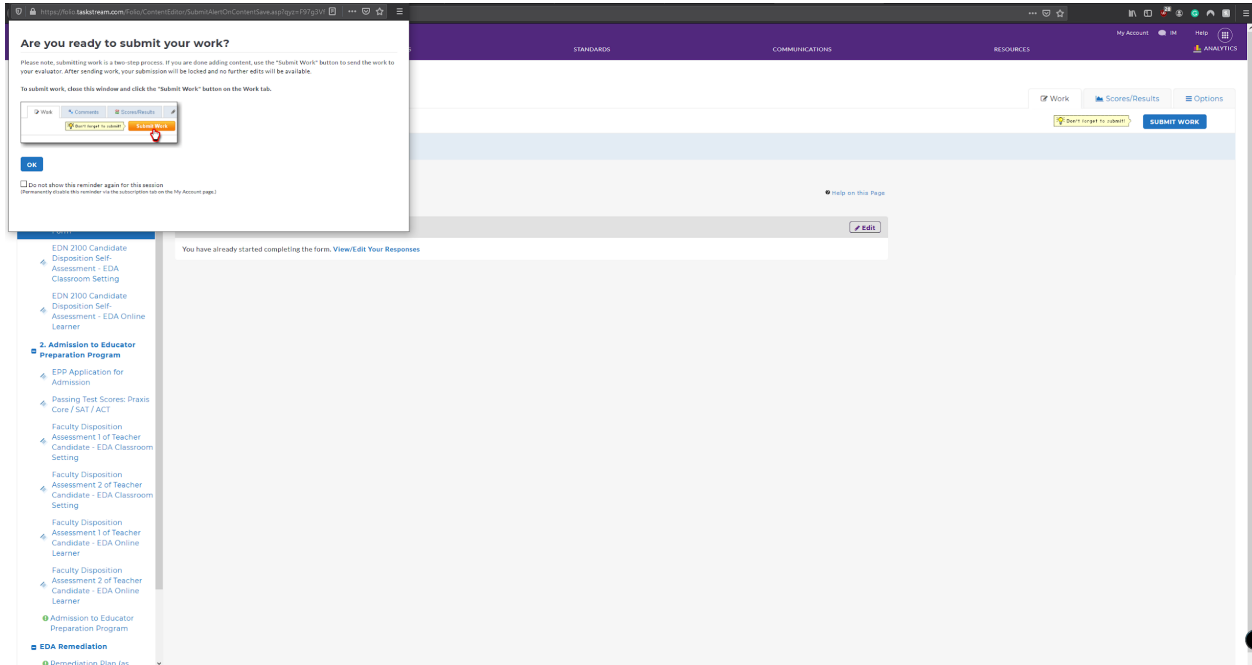
Add: **Attachments**


The file upload screen

From the file upload screen you can click the purple 'Upload from Computer' button to upload the required attachments.

From this window, you can click the black Add Files button or drag and drop the files into the center box, once you have added all the attachments click the yellow Start Upload button or click Upload and Close

Once you have added a submission, a popup will appear asking if you are ready to submit your work, click OK to close the popup and if the work is finished click the blue Submit Work button near the top right of the screen.
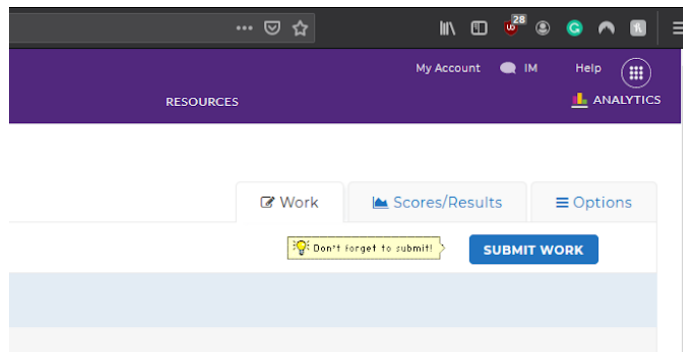
Once you click Submit Work, a popup will appear to let you select your evaluator for the submission, if the directions do not specify an evaluator select your course instructor.

To select an evaluator simply click on the circle next to their name and click the blue Submit For Evaluation button

If you have any further questions, go to https://www.uncp.edu/academics/colleges-schools/school-education/taskstream to submit a Taskstream help ticket.

To get help from Taskstream directly by clicking on the Help button on the top right corner of the Taskstream website or call 1-800-311-5656 or email help@taskstream.com