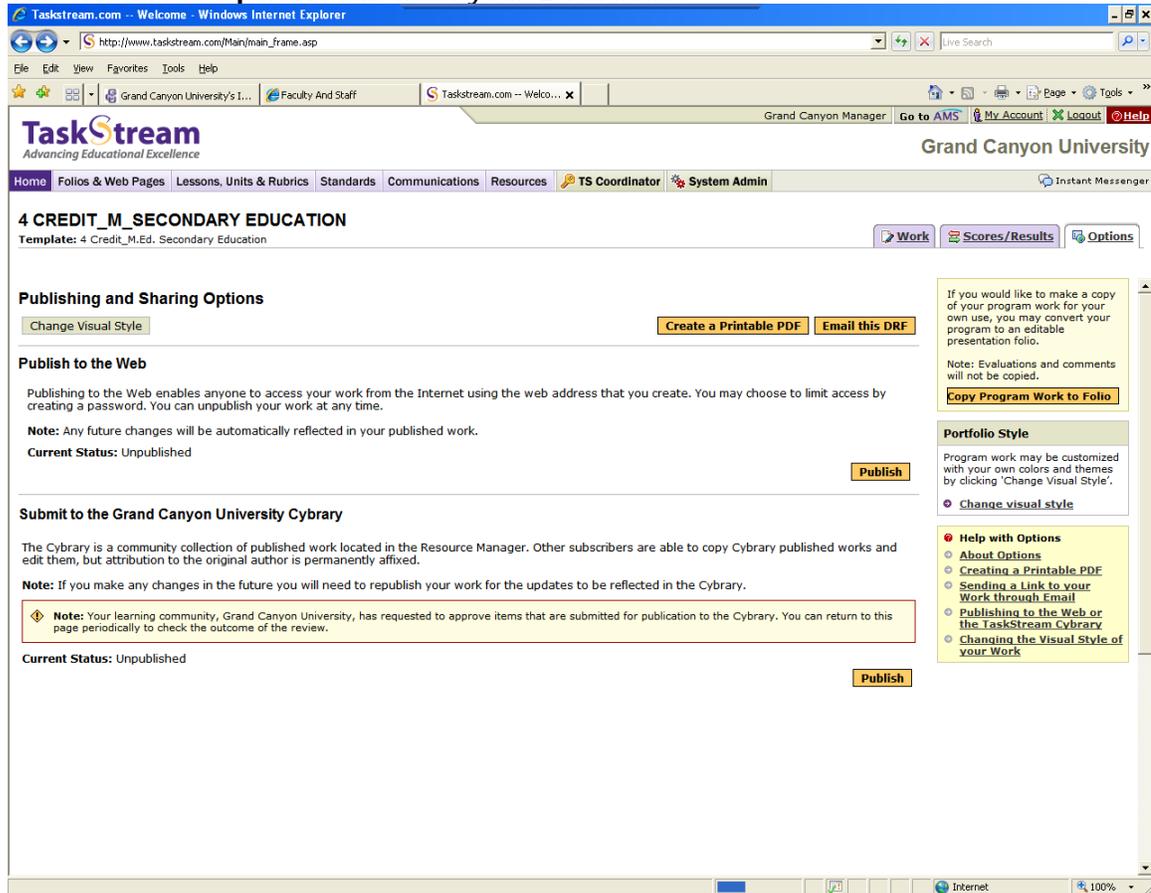


Sending an EMAIL to Share Your Portfolio

You are able to send an email to your instructor to view the work in your portfolio. Follow these steps to send an invitation:

1. Choose the **Options tab** from your E-Portfolio.



The screenshot shows a web browser window displaying the Taskstream website. The browser's address bar shows the URL http://www.taskstream.com/Main/main_frame.asp. The website header includes the Taskstream logo and navigation tabs for Home, Folios & Web Pages, Lessons, Units & Rubrics, Standards, Communications, Resources, TS Coordinator, and System Admin. The main content area is titled "4 CREDIT_M_SECONDARY EDUCATION" and includes a "Template: 4 Credit_M.Ed. Secondary Education". The "Options" tab is selected, showing sections for "Publishing and Sharing Options", "Publish to the Web", and "Submit to the Grand Canyon University Cybrary". Each section has a "Publish" button. A "Note" box is visible under the Cybrary section. On the right side, there are several informational boxes, including one about making a copy of program work and another about portfolio style.

2. Click the **Email this DRF** button
3. Type the **instructor's email address** into the Enter External Recipients textbox.

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Gina Meyer | Go to AMS | My Account | Logout | Help

GRAND CANYON UNIVERSITY

Home | Folios & Web Pages | Lessons, Units & Rubrics | Standards | Communications | Resources | New Message!

B.S. Elementary Education "N"
Template: B.S. Elementary Education: Benchmark

Work | Scores/Results | Options

« Back to Options

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**

'Web view' only. Recipient(s) will not have an editable copy.

Enter external recipients:
Sent via regular email

Separate multiple addresses with a comma. Example: john@twa.com, sara@twa.com, lisa@twa.com

Personalize Message

Subject: Shared TaskStream work

Add a personal message:
(Optional)

4. You may then type a personal message in the Message textbox to let your instructor know that your assignment is ready to be evaluated.
5. Under the Message Properties area, you can confirm your email address and indicate a password if desired.

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GRAND CANYON UNIVERSITY

Home | Folios & Web Pages | Lessons, Units & Rubrics | Standards | Communications | Resources | New Message!

B.S. Elementary Education "N"
Template: B.S. Elementary Education: Benchmark

Work | Scores/Results | Options

« Back to Options

(Optional)

Message Properties (Only complete if sending to external email addresses)

Your email address: gmeyer@gcu.edu
Must be a valid e-mail address if sending to external recipients
 Send a copy to this e-mail address

Customize web address (URL): http://demo.taskstream.com/ts/meyer67/BSElementaryEducationq.html
(Use only numbers and letters, no spaces.)

Create password:
(Optional)

No password needed

Require password: _____
(Use a minimum of 4 numbers and letters, no spaces.)

Cancel | **Send Message**

6. Click the **Send Message** button to email the invitation to your instructor.
7. Click the **Back to Options Screen** link when done.



B.S. Elementary Education "N"

Template: B.S. Elementary Education: BenchmarkView Published URL

[Work](#)

[Scores/Results](#)

[Options](#)

[« Back to Options](#)

Message Confirmation

An external e-mail with a link to your work was sent to:
gmeyer@gcu.edu, gmeyer@gcu.edu

[Back to Options Screen](#)