

TaskStream – Lesson Plan Tutorial

Log into Taskstream.

On the tools bar on the left click on Lesson Builder.

I. Creating a Lesson – Choosing a Format – Adding Text to a Lesson

On the screen that appears give your lesson a title.

From the pull down menu below click and choose the format you want this lesson to take.

Then click on the yellow **create** button.

Scroll down the lesson plan format, so that you can see the many sections of your lesson.

Next, notice the brown buttons on the left. We will click on these buttons to open

windows that will let us place information into the columns beside those brown buttons.

Find the summary button and click once on it.

From the window that appears type in some text.

Then click on the yellow button for **Save and Close Window**.

You will now see that the text you have entered is in the right column beside the summary button.

II. Adding Attachments, and Web Links to a Lesson

As we saw in part one the brown buttons on the left control what goes into the column to the right of the buttons.

Click once again on the Summary button. Then from the tabs at the top of the summary window click on Attachments. Here you can add attachments to this summary field such as Microsoft Word documents, PowerPoint files, etc.

Give the attachment a title.

Click on the browse button, and then from the dialogue box locate your document to be attached and click on the document. Click Open on the dialogue box.

Click on the yellow Add File button.

You will see that your file is now attached.

You can also add web links to your summary section.

Click on the Web Links Tab.

Give your Link a name, such as “CNN News”.

In the Link URL section type the web address of the site, such as “www.cnn.com” .

Click once on the yellow Add Link button.

In red text, TaskStream will now state that your link has been added.

You can now click on the yellow close window button and see your attachments and links in your summary column.

III. Adding Standards

The add standards feature is one of the nicest features of the lesson builder program.

Scroll down your lesson plan. Find and click once on the **Standards** button.
From the window that appears click once on the link for View State Standards
Click on North Carolina
Then click on “NC- North Carolina Standard Course of Study”
From here you will make your choice of curriculum and click the Go to Next Level button.
Continue to narrow your curriculum choices by clicking on the Go to Next Level buttons that will appear.
Continue clicking the Go to Next Level buttons until you have the check boxes beside the curriculum you will be teaching.
Click once in the boxes to place a checkmark beside the curriculum you will be teaching and then click once on the green Accept and Return button.
You will now see that the standard has been added to your lesson plan.

IV. Printing – Sharing Your Lesson With Others

Across the top of your lesson you will see several yellow buttons.
Save As/Copy – Will save a copy of this lesson. Your lessons are automatically saved so you don’t need to use this for saving.
Print View – Will open a window that has the lesson in a nice printable format. Once the new window has opened go to the File Menu and choose Print.
Email – Click this button to email your lesson to someone in TaskStream, or to anyone whose email address you know. It is important to note that they will only receive a print view of your lesson, they will not be able to edit the lesson or add comments.
Publish – Will allow you to place your lesson in the Cybary on TaskStream. This will mean that anyone in TaskStream can see and use your lesson.
Request Feedback – Share with Reviewer – Use this button to share your lesson and receive comments directly in the lesson. When you click the button you will see a window appear that has a list of your reviewers. Click once in the box beside of the reviewer you wish to send your lesson to. You may send your lesson to more than one reviewer at a time. Scroll down to the bottom and click once on the yellow button “Submit for Review.”

V. Renaming – Deleting Your Lesson

Click once on the lesson builder link in the left tools column of TaskStream.
In the that appears you will see your lesson. To the right of the lesson title you will see choices to rename or delete your lesson.