

Quick-Start Guide: Creating an Exhibit Room



watermark[™]

1.800.311.5656 | support@watermarkinsights.com

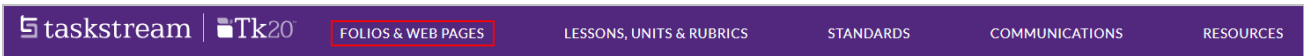
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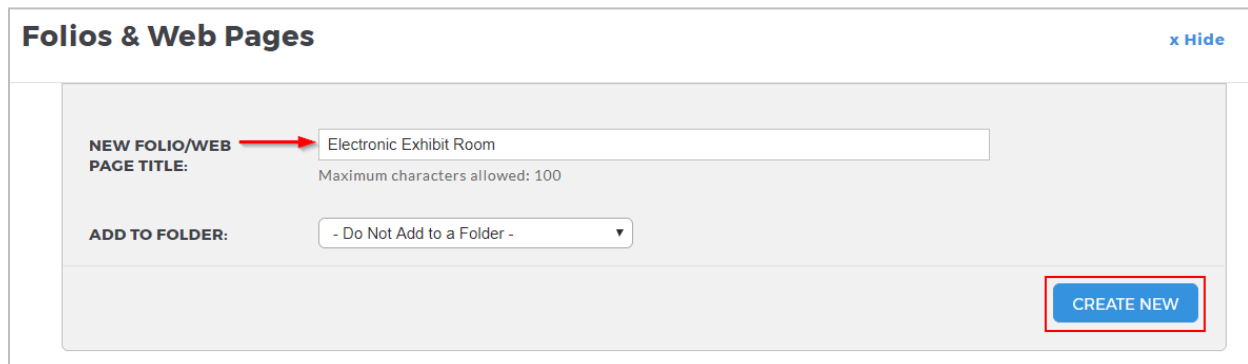
Creating the Exhibit Room

To store sample work in a manner that will allow you to easily extract that work for later use and/or for use as a publishable web page, you can create an Electronic Exhibit room using LAT's Folios & Web Pages Builder.

To begin, navigate to the **Folios & Web Pages** area using the top navigation bar.



Next, type the name of your new exhibit room in the **New Folio/Web Page Title** text box, and click the **Create New** button.

A screenshot of a web form titled 'Folios & Web Pages' with a blue 'x Hide' link in the top right corner. The form has a light gray background. It contains two main sections. The first section is labeled 'NEW FOLIO/WEB PAGE TITLE:' and has a red arrow pointing to a text input field containing 'Electronic Exhibit Room'. Below the input field, it says 'Maximum characters allowed: 100'. The second section is labeled 'ADD TO FOLDER:' and has a dropdown menu with the option '- Do Not Add to a Folder -'. In the bottom right corner of the form, there is a blue button with the text 'CREATE NEW' highlighted by a red rectangular border.

On the next screen, select your Template Category as **General Purpose Templates (created by TaskStream)**. Select **Electronic Exhibit Room** from the pull-down menu, then click the **Continue** button.

New Folio/Web Page Name:	Electronic Exhibit Room
Select Template Category:	<input checked="" type="radio"/> General Purpose Templates (created by Taskstream) <input type="radio"/> Custom Templates (designed by your learning community)
Select General Purpose Template:	Electronic Exhibit Room Preview
<input type="button" value="CANCEL"/> <input style="border: 2px solid red;" type="button" value="CONTINUE"/>	

You will then be taken to the *Style* tab, where you can select the style preferences for your page, including your published page layout and color scheme.

My Style


Theme Selected

No Theme Selected


?

All Themes


Browse the Taskstream Themes!



Architect




Candy





Jewel

To save your chosen settings, click the **Apply** button.


 taskstream

Current Theme: Candy




Preview 

Choose a Layout





Vertical




Horizontal

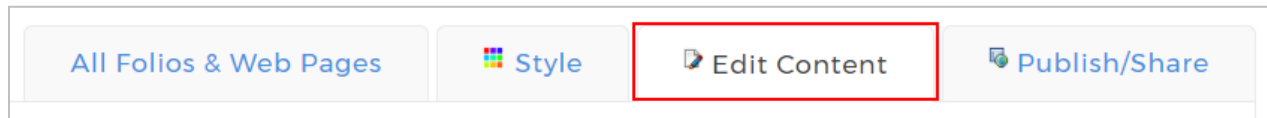
Choose a Color



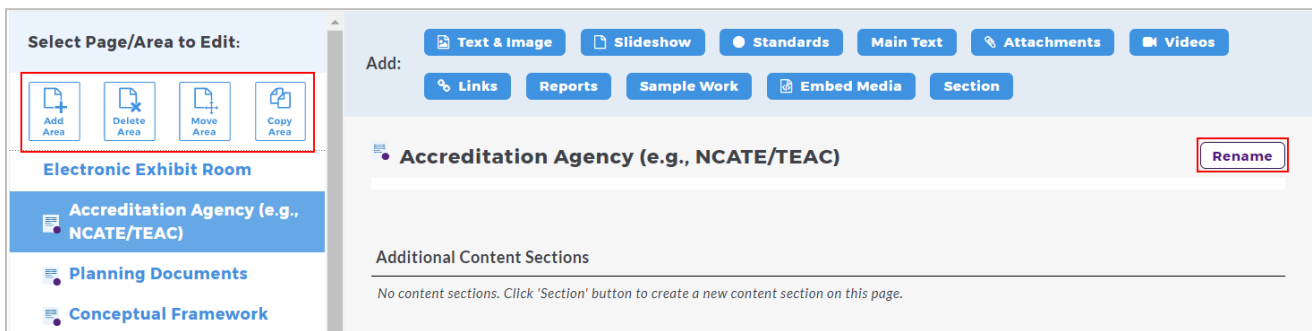




Click on the **Edit Content** tab to access the web page structure and work area, where you will be able to modify the structure and add content to your exhibit room.



Click the name of the section from the left structure you wish to modify. Use the buttons at the top of the left structure and the Rename button on the right to make any changes. Repeat those steps for any of the other areas of the structure you wish to change.



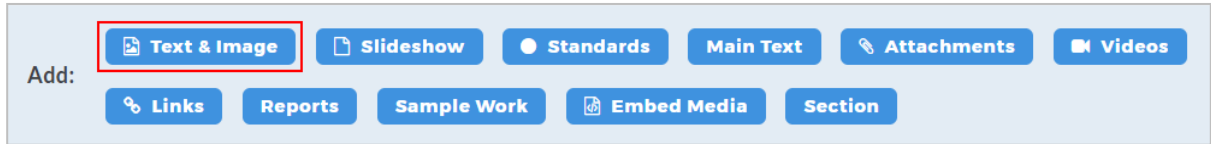
Adding Content

In the left structure, click the link for the appropriate area to which you would like to attach sample work.



Adding Text and Image

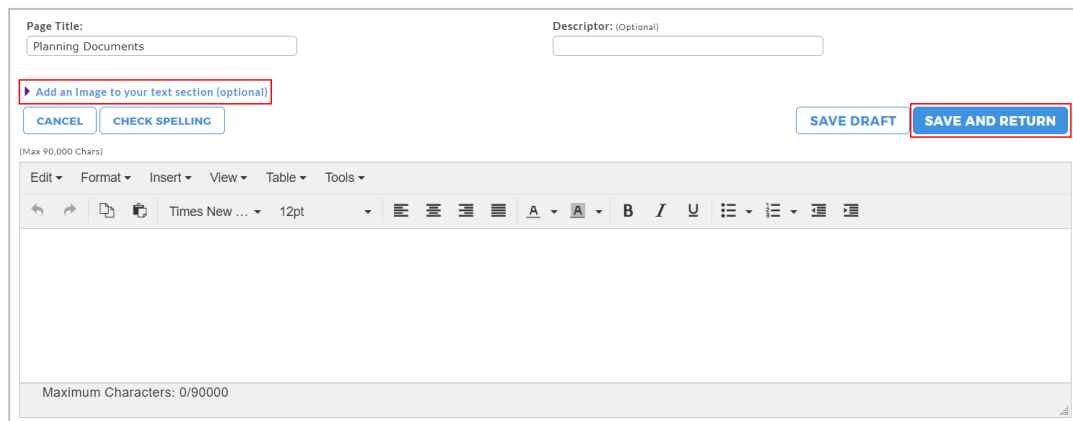
If you would like to add introductory text and/or an introductory image to your content section, click the **Text & Image** button in the Add Toolbar.



From the next screen, you can enter text directly into the text field. As you are entering text, you can click the **Save Draft** button to save your text and continue to add more text. You can also format your text by using the formatting toolbar at the top of the text field. If you want to add an image, click the **Add an Image to your text section** link.

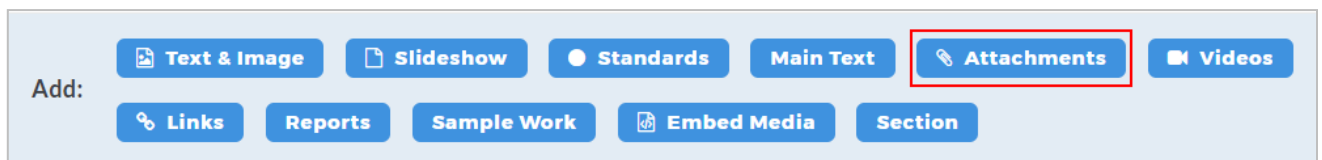
You can choose to upload your own image file in either a .gif or .jpg format or choose from a selection of stock images for your image. To add your own image, click the **Browse** button. A dialog box will open, allowing you to select and open the image file from your computer. After the image has been selected or designated for upload, you can select the alignment of the image and whether you want for the scale of the image to be adjusted.

When you are finished adding text and image, click the **Save and Return** button.

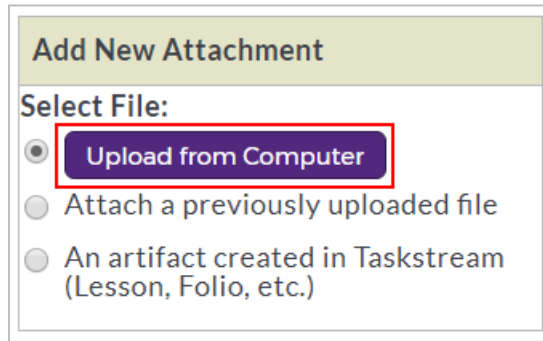


Adding Attachments

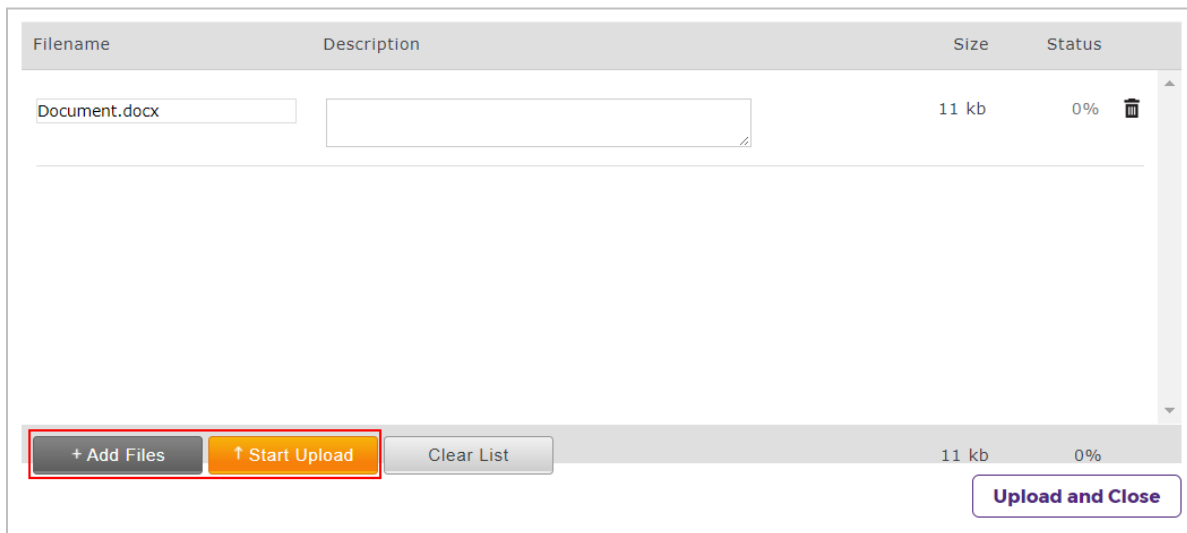
To add an attachment to your exhibit room, such as a Microsoft Word or Excel file, click the **Attachments** button in the Add Toolbar.



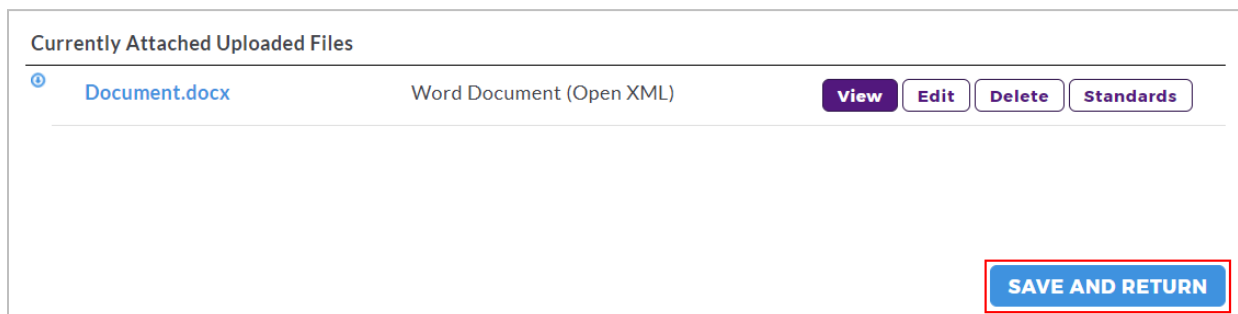
On the next screen, click the **Upload from Computer** button.



In the resulting dialogue box click **Add Files** to locate and select your file(s), then click **Open**. (As an alternative, you can also drag and drop the files from your computer.) You can enter a name and description for the file(s), but these are optional. Click the **Start Upload** button to upload the file(s).

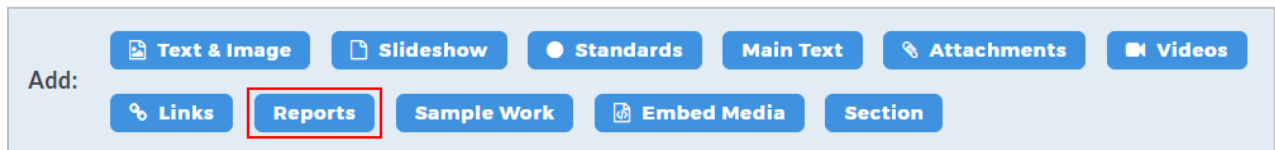


Once your files have been attached click **Upload and Close**. Your files will appear on the *Currently Attached Uploaded Files* list. To go back to the Edit Content tab, click the **Save and Return** button.

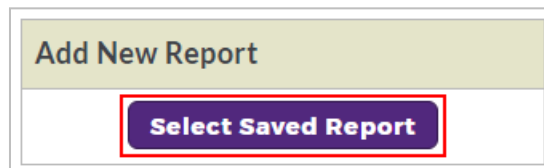


Attaching Reports

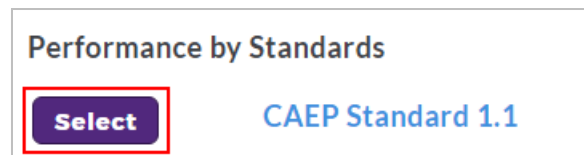
In the Add Toolbar, click the **Reports** button.



You will be taken to an area where you can search for saved reports to attach to your exhibit room. Any Saved Report can be added to an exhibit room. To begin searching for candidate work, click the **Select Saved Report** button.



From the next screen, choose the report you would like to add by clicking the **Select** button.



On the next screen, select if you would like to:

- Display authors' names.
- Display evaluators' names.
- Allow access to authors' work.

- Allow exhibit room viewers to export the report to Microsoft Excel.

When finished setting these options, click the **Apply Changes** button.

Rename Report Link:	CAEP Standard 1.1
Description/Notes: (Optional)	<input type="text"/>
Author Anonymity:	<input checked="" type="radio"/> Author names should be displayed <input type="radio"/> Author should be anonymous (names encoded) <small>Note: uploaded file submissions (Word documents, etc.) may contain author names that cannot be removed. To ensure anonymity you must disallow access to author work submission in preference below.</small>
Evaluator Anonymity:	<input checked="" type="radio"/> Evaluator names should be displayed <input type="radio"/> Evaluator should be anonymous
Access to author work:	<input checked="" type="radio"/> Allow access to author work submission <input type="radio"/> Disallow access to author work submission
Export to Excel:	<input checked="" type="radio"/> Enabled - Allow results to be exported to excel <input type="radio"/> Disabled - Do not allow reports to be exported to excel
<input type="button" value="CANCEL"/> <input type="button" value="CHECK SPELLING"/> <input checked="" type="button" value="APPLY CHANGES"/>	

Your selections will then appear under *Currently Attached Reports*. To attach additional reports to this section, click the **Select Saved Report** button again. When finished attaching reports to this section, click the **Save and Return** button to return to your main exhibit room work area.

<input type="button" value="CANCEL"/>		<input type="button" value="SAVE AND RETURN"/>
Add New Report <input checked="" type="button" value="Select Saved Report"/>	Currently Attached Reports Report 1: CAEP Standard 1.1 <input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>	Settings <input type="button" value="SAVE AND RETURN"/>
<input type="button" value="CANCEL"/>	Legend: <input checked="" type="radio"/> - No Access to Author Work <input checked="" type="radio"/> - Author Anonymity <input checked="" type="radio"/> - Evaluator Anonymity <input checked="" type="radio"/> - Allow Excel Export	

Attaching Sample Work

In the Add Toolbar, click the **Sample Work** button.

Add:	<input type="button" value="Text & Image"/>	<input type="button" value="Slideshow"/>	<input type="button" value="Standards"/>	<input type="button" value="Main Text"/>	<input type="button" value="Attachments"/>	<input type="button" value="Videos"/>
	<input type="button" value="Links"/>	<input type="button" value="Reports"/>	<input checked="" type="button" value="Sample Work"/>	<input type="button" value="Embed Media"/>	<input type="button" value="Section"/>	

You will be taken to an area where you can search for sample work to attach to your exhibit room. To begin searching for candidate work, click the **Search Sample Work** button.

Add New Sample Work Item <input checked="" type="button" value="Search Sample Work"/>
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On the next screen, you can then use the pull-down menus to select the program for which you would like to view available work, specify a program area, and then search by author name. Once you have selected the appropriate program and Author, click the **Continue** button.

The screenshot shows a search interface with the following elements:

- Select a program to view available work:** A dropdown menu with "Elementary Education UAS Spring 2017" selected.
- Select program area:** A dropdown menu with "» Artifact One- Assessment of Learning" selected.
- Search for author name:** A text input field with the placeholder "(Enter at least 2 characters)". Below it, "Elizabeth Fields" is listed as a search result with a radio button next to it.
- CONTINUE »** A blue button with a right-pointing arrow, highlighted with a red box.

On the next screen, use the check boxes in the left frame to choose the artifacts you would like to include for the selected candidate. A preview of the candidate’s work submission and evaluation report appears in the right frame. To continue attaching your work selections for the current candidate, click the **Continue** button. Click the Back to Search button on the left to select a different candidate.

The screenshot displays a candidate selection screen with the following details:

- Program:** Elementary Education UAS Spring 2017
- DRF Area:** Transition Point 1:Artifact One- Assessment of Learning
- Author:** Elizabeth Fields
- Navigation:** « BACK TO SEARCH (left) and **CONTINUE »** (right, highlighted with a red box).
- Artifact Selection:** A list of artifacts with checkboxes. "Artifact4M.docx" is checked and highlighted with a red box. A "Select All" button is also present.
- Preview:** A section titled "Preview of Elizabeth Fields's Work" with an "Open Work in New Window" button.

On the next screen, provide a name for your sample work selection in the Name sample work text box. You can provide a brief description, but this is optional. You can also choose whether author names should be displayed or kept anonymous.

Next select if you would like to:

- Include author descriptions of uploaded work.
- Display the Overview/Directions that were included for the author.
- Include standards that the author attached to the work.
- Attach a link to the evaluation report associated with this sample work – if so, you can also choose to keep the evaluator name(s) visible or hidden.

When finished setting these options, click the **Apply Changes** button.

Name sample work:	Student 1
Description/Notes: (Optional)	
Author anonymity:	<input type="radio"/> Author names should be displayed <input checked="" type="radio"/> Author should be anonymous (names encoded)
	ⓘ Note: Links to Uploaded file submissions (Word documents, etc.) may contain author names that cannot be removed.
Include author descriptions? (Optional)	<input checked="" type="checkbox"/> Include author's description(s) of uploaded files and work.
Display the Overview/Directions? (Optional)	<input checked="" type="checkbox"/> Include description(s) of files and all sample work that is included for the author.
Include attached standards? (Optional)	<input checked="" type="checkbox"/> Include the standards that the author attached to uploaded files and work.
Attach link to evaluation report? (Optional)	<input type="checkbox"/> Include link to the evaluation report associated with this sample work. Preview Report <input checked="" type="checkbox"/> Evaluator name(s) should not be visible.
	ⓘ Note: For work evaluated at the category level, the evaluation report is for the category regardless of the work included in this sample work.
<input type="button" value="CANCEL"/> <input type="button" value="CHECK SPELLING"/> <input checked="" type="button" value="APPLY CHANGES"/>	

Your selections will then appear under *Currently Attached Sample Work*. To attach additional sample work to this section, click the **Search Sample Work** button again. When finished attaching sample work to this section, click the **Save and Return** button to return to your main exhibit room work area.

<input type="button" value="CANCEL"/>	<input type="button" value="SAVE AND RETURN"/>
Add New Sample Work Item <input type="button" value="Search Sample Work"/>	Currently Attached Sample Work <hr/> <div style="display: flex; align-items: flex-start;"> <div style="flex: 1;"> <p>Student 1 Program: Elementary Education UAS Spring 2017 DRF Area: Transition Point 1: Artifact One- Assessment of Learning</p> </div> <div style="flex: 0.2; text-align: right;"> <input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> </div> </div>
<input type="button" value="CANCEL"/>	<input checked="" type="button" value="SAVE AND RETURN"/>

Publishing the Exhibit Room

Once you are ready to publish your exhibit room to the internet, click the **Publish/Share** tab.

All Folios & Web Pages	Style	Edit Content	Publish/Share
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In the Publishing and Sharing Options screen, click the **Publish** button in the section titled *Publish to the Web*.

Publishing and Sharing Options

CHANGE VISUAL STYLE

CREATE A PRINTABLE PDF

EMAIL THIS WEB PAGE

Publish to the Web

Publishing to the Web enables anyone to access your work from the Internet using the web address that you create. You may choose to limit access by creating a password. You can unpublish your work at any time.

Note: Any future changes will be automatically reflected in your published work.

Current Status: Unpublished

PUBLISH

You can then customize the URL, or web address, for your exhibit room in the "Create a Customized Web Address:" text box. You will also be required to enter a password to ensure the security of your data. To set your password, type your preferred password in the "Create a password:" text box. Please note that your password must contain a minimum of 4 characters, can contain no spaces, and only numbers and letters are allowed.

Once you have customized your URL and password, click the **Publish** button.

Create a Customized Web Address: A suggestion has been provided, you may change it if you wish	https://www.taskstream.com/ts/jett4/ <input type="text" value="ElectronicExhibitRoom"/> (Only numbers, letters, and dashes "-" are allowed; no spaces or slashes.)
Create a password: A password limits access to this web address	Enter Password: <input type="text" value="exhibit123"/> (Use a minimum of 4 characters - only numbers and letters allowed, no spaces.)
💡 A password is required when this publication contains report links .	
<p>CANCEL PUBLISH</p>	

You will receive a confirmation that publication was successful, as well as the URL and password you established for your exhibit room. This information can be shared directly with people who need to view the exhibit room. In addition, you can use the e-mail this web address link to e-mail the URL to other individuals. To return to the Publish/Share tab, click the **Back to Options Screen** link.

Publication Successful

Electronic Exhibit Room has been published successfully.

Address: <https://www.taskstream.com/ts/jett4/ElectronicExhibitRoom>

Password: exhibit123



Write this web address (URL) and password down for future reference or [e-mail this web address](#) to yourself or friends. You can continue to edit your work by going back to the Work tab. Edits will be automatically reflected in your published work.

- [Edit Web Address](#)
- [Back to Options Screen](#)