

Instructions for Completing the “PPB Quiz” on Taskstream

1. Make sure that you have self-enrolled with the program code given on previous set of directions.
2. Click on “**My Programs.**”
3. Click “**Work on DRF**” under the PPB Journals (Fall 2008) heading.
4. Click once on # 3 tab that says “**Edit Content**” at the top of the page.
5. If the quiz does not automatically come up on the screen, click on “**PPB Quiz**” from the panel on the left side of the screen. This will bring up a new screen that says “PPB Quiz.” Click “**Open**” on the right.
6. Click “**Add/Edit Work,**” then select the tab that says “**Form**” in the upper right corner.
7. Complete the multiple choice quiz.
8. After you have finished taking the quiz, please “**Save**” it and close the window.
9. Select “**Go to Submission Area**” next to the “Add/Edit Work” option.
10. Click “**Submit**” and another screen will pop up. You do not have to type anything in this text box. Please select “**Submit for Evaluation.**”

Your work will not be submitted unless you complete this last step.