

Submitting your PPB Journals on Taskstream

1. Log-in with your username and password
2. Go to the blue 'A' **Work Area/ DRF** under the current semester folio that should automatically be pulled up once you log-in.
3. Go to the last link on the left hand side "**PPB Journal**".

Edit Program:

-  [Home](#)
-  [PPB QUIZ](#)
 -  [PPB QUIZ](#)
-  [CS Midterm](#)
 -  [CS Midterm](#)
-  [CS Professionalism](#)
 -  [CS Professionalism](#)
-  [CS Oral Communication](#)
 -  [CS Oral Communication](#)
-  [US Professionalism](#)
 -  [US Professionalism](#)
-  [US Oral Communication](#)
 -  [US Oral Communication](#)
-  [US Written Communication](#)
 -  [US Written Communication](#)
-  [PPB Practicum Journal](#)
 -  [PPB Journal](#)

4.

 Add/Edit Work	Go to Submission Area
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Choose "**Add/Edit Work.**"


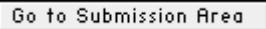
5. Choose the “**Attachments**” tab at the top. It will lead you to the following page.

The screenshot shows the 'Content Editor' interface. At the top, there is a purple header with the title 'Content Editor' and a navigation bar with tabs: 'Directions', 'Text', 'Image', 'Standards', 'Attachments', 'Video', and 'Web Links'. Below the navigation bar is a yellow banner with the text: 'Add file attachments to: PPB Journal' and 'Click the 'Browse' button to select a file that you want to attach, then click 'Add File'. When done, add more resources or close window.' Below the banner are three tabs: 'New File', 'My Previously Uploaded Files', and 'My TaskStream Work'. The main content area is divided into sections: 'Name File:' with an empty text box; 'Select File:' with a vertical scrollbar; 'Describe File: (Optional)' with a large text area and a vertical scrollbar; and 'Standards:' with two radio button options: 'Do not show standards that this artifact addresses' and 'Attach standards that this artifact addresses'. At the bottom right, there are three buttons: 'Spell Check', 'Add File and Close Window', and 'Add File'.

6. Click on the ‘**Browse**’ button beside “select file.” Choose the file that you would like to be uploaded from your desktop or thumb drive. If uploading from a thumb drive you will need to click on “My Computer” and then find your thumb drive option (e.g., my computer says “My 2GB (E:)”) and then find your file.

7. Once you have chosen the file you would like to upload, click “**Add File and Close Window.**”

NOTE: STOP HERE IF YOU ARE NOT READY TO SUBMIT YOUR JOURNAL TO YOUR UNIVERSITY SUPERVISOR FOR EVALUATION.

8.  

Next, click on “**Go to Submission Area.**”

9. Click on “**Submit**” at the bottom of the page beside “PPB Journal.” It will bring up another screen; you must click on the yellow button that says “**Submit.**” This will lock your submission and allow for your journals to be read and evaluated.