

## Resource Manager

<b>Resource Manager</b>	<b>4.2.2</b>
Mybrary - My Work	4.2.2
Expanding and Collapsing Sections	4.2.3
Opening Documents from Within a Section	4.2.3
Accessing Tools from My Work Page	4.2.3
Cybrary - Shared Resources	4.2.5
Search for Work Shared by Other TaskStream Subscribers	4.2.5
Shared Resource Collections	4.2.7
Manage Online Storage	4.2.8
Pack-It-Up	4.2.10
Pack-It-Up Overview	4.2.10
Creating the Package	4.2.11
Confirmation	4.2.12
Notification	4.2.13
Downloading Your Package	4.2.13
Opening and Viewing Your Package	4.2.13

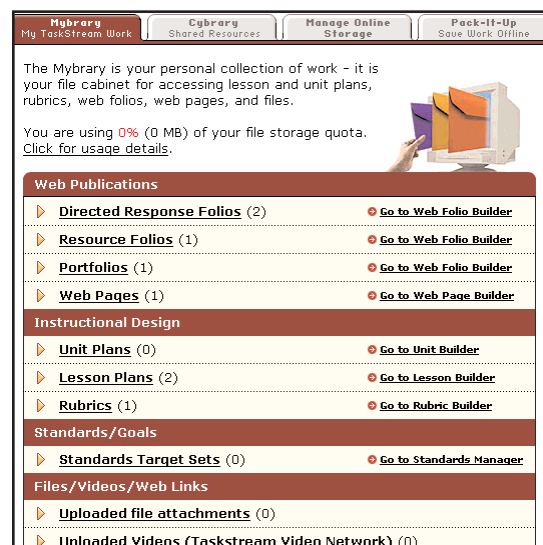
# Resource Manager

The Resource Manager provides a central location for your personal resources in TaskStream and for community resources. Within the Resource Manager, you will also be able to download TaskStream work to your local computer using the Pack-It-Up Tool and manage your online storage space.

To access the Resource Manager, click the **Resource Manager** link from the left menu bar or from the Home Page.



The Resource Manager is organized into four areas. The Mybrary - My Work area allows you to view all the work you have added to TaskStream for published TaskStream lessons. The Cybrary - Shared Resources area allows you to search for published TaskStream work. The Manage Online Storage area provides a way to manage your TaskStream storage space. The Pack-It-Up area allows you to archive your TaskStream work.



*Note: The Mybrary - My Work and Pack-It-Up tabs are available in the archive section of an expired TaskStream account. If your account expires, log in as you normally would to access your TaskStream archive. TaskStream work will be saved up to 6 months after the account expiration dates.*

## Mybrary - My Work

The Mybrary contains all the documents you have created in TaskStream. Within the My Work section, there are up to four areas, which are determined by the tool packs you have chosen to include in your TaskStream account: Web Publications, Instructional Design, Standards/Goals, and Files/Videos/Web Links.

The **Mybrary-My Work** tab is open by default. To access the Mybrary from within the Resource Manager, click the **Mybrary - My Work** tab.

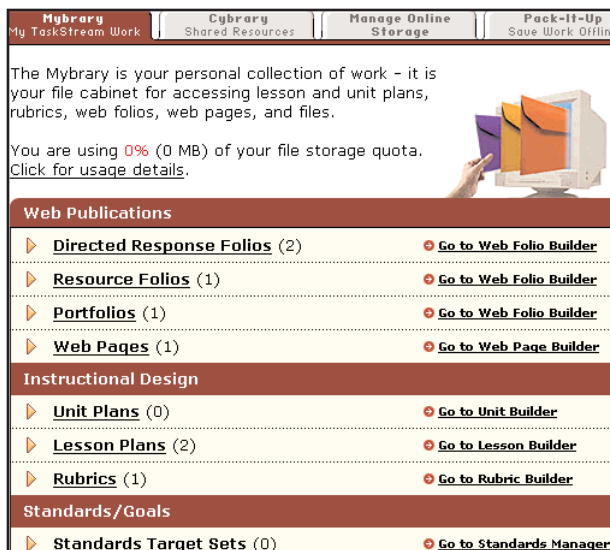


## Expanding and Collapsing Sections

To expand a category, click the category title or the yellow triangle next to the category title.

To collapse the category and hide the individual work within a section, click the category title or the yellow triangle again.

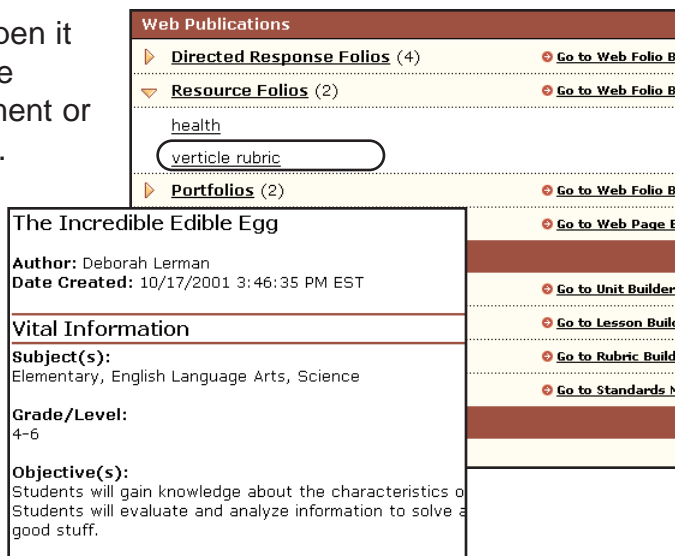
If you wish, you can expand more than one category at a time to view the work within multiple sections.



## Opening Documents from Within a Section

Click the title of a document or file to open it in a pop-up window as either a printable version of a TaskStream created document or as an external file to open or download.

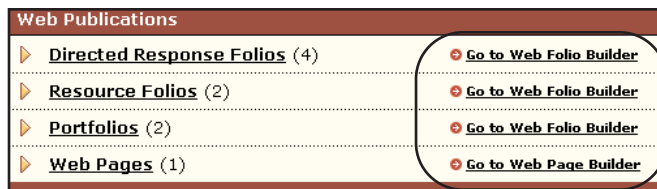
If you click on files that were created outside of TaskStream, such as a student handout created in a word processor, that file will be downloaded. Downloaded files can be modified in the program in which they were created. If changes are made, the new version must be uploaded to TaskStream.



## Accessing Tools from the My Work page

You can view work from the Mybrary; however, you cannot edit the work there. To edit your work, you must go to the appropriate tool and open the work from within the tool.

Within each section, you will see a link to go to the tool you used to create that category of work, as pictured to the right. To



access a tool, click the appropriate link.

## Cybrary - Shared Resources

The Cybrary is a collection of resource lists and searchable databases provided to you by your learning community.

To access the Cybrary, click the **Cybrary - Shared Resources** tab from the Resource Manager.



### Search for Work Shared by Other TaskStream Subscribers

The Cybrary includes a search form that allows you to find specific work written by other TaskStream subscribers. All subscribers have access to the site-wide Cybrary. Some organizations may also have access to a Local Cybrary that will consist of work published by subscribers from your organization. To find out if your organization is taking advantage of the Local Cybrary, please check with your organization's TaskStream leaders.

To search for TaskStream work, enter a title, author, or keyword in the field provided and select the type of TaskStream work you wish your search to return using the pull-down menu. Choose the All Items option if you would like to see all types of TaskStream work. If you only wish to search TaskStream work that was created by subscribers in your organization, select the checkbox for this option. Once you have defined your query, click the **Search** button.

 A screenshot of the search interface. At the top, there are four tabs: "My TaskStream Work", "Cybrary Shared Resources" (which is selected), "Manage Online Storage", and "Pack-It-Up Save Work Offline". Below the tabs is a brief description of the Cybrary. The main search area has a title "Search for work shared by other subscribers". It contains a search input field with a placeholder "(Keywords, Author, Title, etc.)", a "Show" dropdown menu set to "All Items", and a checkbox labeled "Only return items created by TaskStream subscribers". There is an "Advanced Search" link and a "Search" button.

The Search Results page appears. At the top of the page, both the search criteria and the total number of items of TaskStream work that meet the criteria appear.

If you have selected to include more than one type of TaskStream work in your search or if the search results include work both from within your organization and from outside your organization, you will see a table summarizing your search results.

You will also see a list of TaskStream work that meets your search criteria. You will see a parenthetical notation next to each item

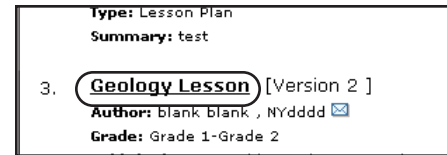
 A screenshot of the search results page. The title is "Search Results" and it says "Showing Results 1 - 25 of 162". There are navigation links for "Previous", "Page 1 of 7", "Go", and "Next". The results are listed as follows:
 

- Geology Lesson3** [Version 3 ]  
 Author: blank blank , NYdddd  
 Grade: Grade 1-Grade 2  
 Published: approved by TaskStream with permission by blank blank (7/26/2005 12:52:55 PM)  
 Type: Lesson Plan  
 Summary: This is a lesson about Geology
- test editor** [Version 1 ]  
 Author: maaike bouwmeester , NYdddd  
 Grade: Grade 3  
 Published: approved by TaskStream with permission by maaike bouwmeester (7/26/2005 11:38:07 AM)  
 Type: Lesson Plan  
 Summary: test
- Geology Lesson** [Version 2 ]  
 Author: blank blank , NYdddd  
 Grade: Grade 1-Grade 2  
 Published: approved by TaskStream with permission by blank blank (7/25/2005 5:07:55 PM)  
 Type: Lesson Plan  
 Summary: A lesson about the geology of Maine.
- dentist** [Version 1 ]  
 Author: frida khale , NYdddd

defining the type of TaskStream work.

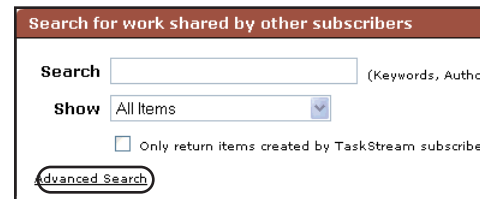
Click the title of the item of TaskStream work to view it.

*Note: If there is no TaskStream work that match your search criteria you will receive a message stating **No Work Found**. You may need to change your search criteria.*



## Advanced Search

The Cybrary also includes an advanced search option. To access the Advanced Search feature, click the **Advanced Search** link from the Cybrary home page.



## Search Education Websites

Click the **Search Education Websites** button to access the *Educational Websites* area. This area allows you to find web resources that have been reviewed by TaskStream.



Select the criteria for your resource search and click the **Search** button.

*Note: You can select any combination of available criteria to control your search.*



A list of available links will result with a brief description of each. To explore a link, click its title.

*Note: If there are no links that match your search criteria you will receive a message stating **No matches found**. You may need to broaden your search criteria.*

## Copy Published Work

All TaskStream work viewed from the Cybrary can be copied into your account.

## Instructional Design Work

If you have chosen to include the Teaching Productivity Tool Pack in your TaskStream account, you will have access to lessons, units, and rubrics. To copy a lesson, unit, or rubric, click the **Copy** button that is located at the top right corner of the item of work.

*Note: Copying a lesson or unit also copies all of the attachments included in the lesson or unit.*

Even if you do not wish to copy the lesson, you can print out a copy of the work. Click the **Print View** button to display a printable version of the lesson, unit or rubric.

## Web Publication Work (coming in Phase II, August 24, 2005)

To copy a directed response folio, web folio, or web page, click the **Copy** button that is located at the top right corner of the item of work.

*Note: Copying a directed response folio, web folio, or web page also copies all of the attachments included in the work.*

To view the web publication in a pop-up as it would appear if published to the web, click the **Web View** button. This version of the web publication utilizes the style choice made by the author.

## Shared Resource Collections

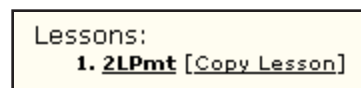
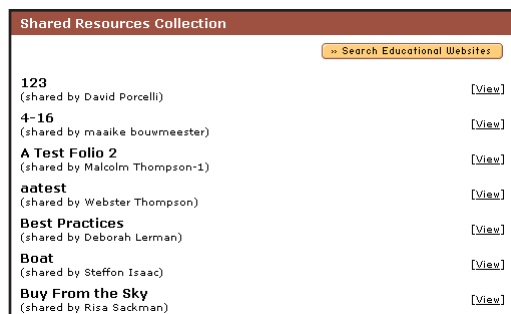
---

From the Cybrary home page, you are able to view shared resource collections that have been shared with you by a Site Coordinator from your organization. These shared resource collections may include web folios and web pages.

These resource collections can only be edited by the Site Coordinator who created them. However, you can view the resources by clicking the title of the shared resource.

If the resource contains a link to TaskStream work or another document, you can click the link to open the included file.

If the Site Coordinator has chosen to allow copying from this resource collection, you can copy any TaskStream work from within the View window by clicking the **Copy** link, as pictured above. If the Site Coordinator has chosen to make these resources read-only, this link will not appear.

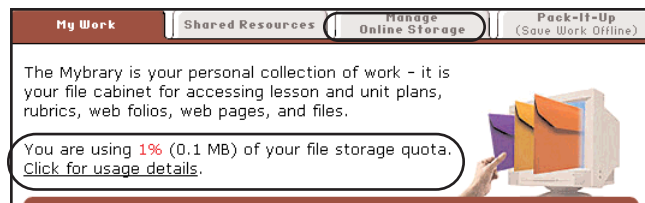


*For information on accessing shared web folio and web page templates, please see the Web Publication guide.*

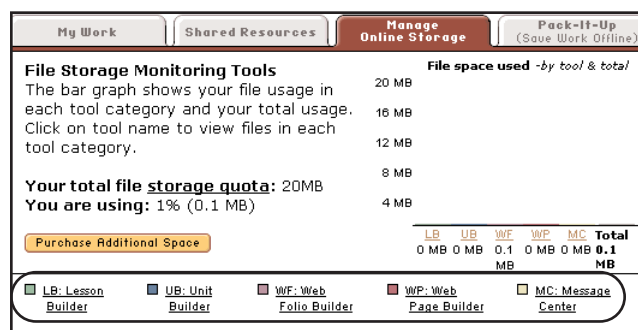
## Manage Online Storage

The Manage Online Storage tool is connected to the Mybrary and is used to keep track of the amount of space your attached/uploaded files use out of your total allocated storage amount.

Each TaskStream subscriber is allocated a certain amount of file storage space for uploaded documents. The total megabytes allocated appears on the Mybrary page along the percentage of that space you are currently using. To view detailed information about your storage usage, click the **File Storage** tab to open the Manage Online Storage tool.

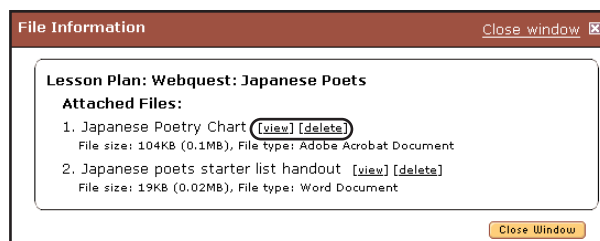


The main Manage Online Storage page is an interactive report of your file storage usage. The graph represents the megabytes of space you are using in the TaskStream tools.



To see the lesson, units, folios, or messages that contain uploaded files, click tool link either in the bar graph or in the color coded key below. This list also displays the total size of the files within each item. For more information about a particular item and the files within it click the **File Info** link to the right of the file name.

The resulting pop-up window will include the file name, type, and size. From here you can view the files by clicking **View** or delete them to free up storage space by clicking **Delete**.



*Note: A file attached in multiple locations on the site will be marked as such. Deleting such a file will delete every occurrence throughout the tools.*

## Purchasing Additional Storage Space

As you create your TaskStream documents and receive and send messages you will find that there are numerous opportunities for you to upload and attach files and documents that have been created in other applications such as Microsoft Word or PowerPoint.

To purchase additional file storage space, click the yellow **Purchase Additional Space** button.

**File Storage Monitoring Tools**  
 The bar graph shows your file usage in each tool category and your total usage. Click on tool name to view files in each tool category.

**Your total file storage quota:** 20MB  
**You are using:** 1% (0.1 MB)

[Purchase Additional Space](#)

To purchase additional file storage space, select a storage amount by clicking **Add to Cart**. When done, click **Proceed to Checkout**.

You will be prompted to enter your credit card and billing information. If you have saved this information in your *Personal Information* section on TaskStream, the information you entered will be imported automatically. Please review all fields to ensure that they are accurate.

My Work
Shared Resources
File Storage

**<<BACK**

**Purchasing additional file storage space:**  
 As you create your TaskStream documents and receive and send messages you will find that there are numerous opportunities for you to upload and attach files and documents that have been created in other applications such as Microsoft Word or PowerPoint.

To purchase additional file storage space, select a storage amount by clicking '**Add to Cart**'. When done, click '**Proceed to Checkout**'.

Item	Cost	
10mb Additional File Storage	\$13.00	<a href="#" style="background-color: yellow; border: 1px solid black; padding: 2px 5px;">Add to Cart</a>
25mb Additional File Storage	\$32.00	<a href="#" style="background-color: yellow; border: 1px solid black; padding: 2px 5px;">Add to Cart</a>
50mb Additional File Storage	\$57.00	<a href="#" style="background-color: yellow; border: 1px solid black; padding: 2px 5px;">Add to Cart</a>
100mb Additional File Storage	\$108.00	<a href="#" style="background-color: yellow; border: 1px solid black; padding: 2px 5px;">Add to Cart</a>

**Storage Shopping Cart**

50mb Additional File Storage	\$57.00	<a href="#" style="text-decoration: underline;">Remove from cart</a>
<b>Subtotal:</b>	<b>\$57.00</b>	<a href="#" style="background-color: yellow; border: 1px solid black; padding: 2px 5px;">Proceed to Checkout</a>

You will receive a confirmation number for your records, and your file storage quota will be updated.

*Note: Storage prices will vary depending on your subscription type, length, and status.*

## Pack-It-Up (Manage Online Storage)

"Pack-It-Up" provides the capability to create packages of files that can be downloaded to your computer. This package will contain copies of the selected TaskStream work. It may take up to 2 hours to process your package request. Packages are created in a compressed format: .zip for PC users, and .sit for MAC users. When your package request is complete, you will receive an email notification with instructions on how to access the package. Once you download the package to your computer, you may view your TaskStream work contained in the package without having to log into TaskStream. If your computer has the capability, you may transfer this package to an external storage device (CD, zip drive, etc).

### Pack-It-Up Overview

The Pack-It-Up process consists of multiple procedures. The initial procedure consists of 3 steps: selecting the work to package, confirming your selections, and creating the package. Once the package is ready, you will download it to your computer. This document will provide an explanation of each procedure in the Pack-It-Up process.

*Note: Before proceeding, there are certain things to keep in mind:*

- *Each package will be available for 30 days. After that point, you will no longer be able to download the package.*
- *It is not possible to put the downloaded work back into TaskStream for editing. In order to edit downloaded TaskStream work, use an html editor.*
- *Pack-It-Up will not delete the selected work from TaskStream.*
- *Pack-It-Up will create a copy of your selected TaskStream work and convert it to an html format. Any file attachments will remain in the file format in which they were created. These files are then compressed in a .ZIP or .SIT format.*
- *To download your package, you will need a decompression utility like WinZip (for PC) or StuffIt (for MAC). Usually computers have these utilities installed but you may need to acquire one. The download procedures will include instructions for obtaining these utilities.*
- *You are allotted a set number of packages based upon the length of your subscription. The number of unused packages appears on the Pack-It-Up page. Each subscriber may request 5 packages per subscription year.*

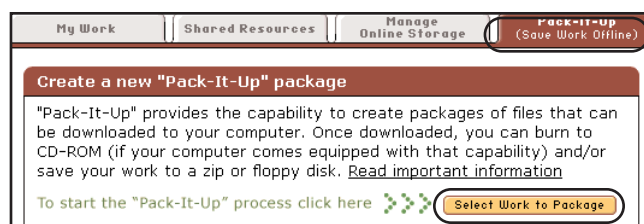


## Creating the Package

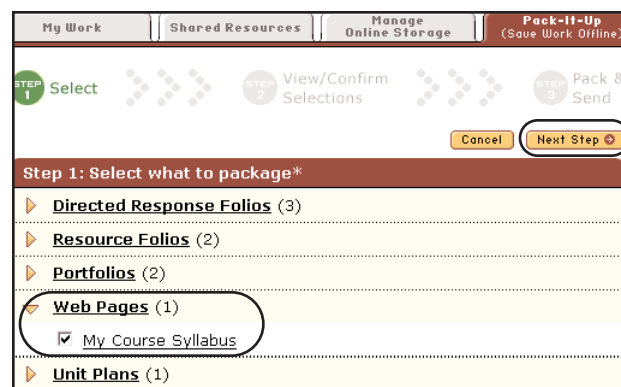
Click the **Pack It Up** tab, located inside the 4th tab of the Mybrary area, to access the tool.

### Step 1: Select Work to Package

To begin the process, click the **Select Work to Package** button. You will see a categorical list of your TaskStream work.



Click a category to view all titles within. To choose a file for downloading, click the check box that appears to the left of its title. For example, to choose a Directed Response Folio, click the Directed Response Folio type, then click the check box next to title of a Directed Response Folio you would like to download.



Click the **Next Step** button to continue.

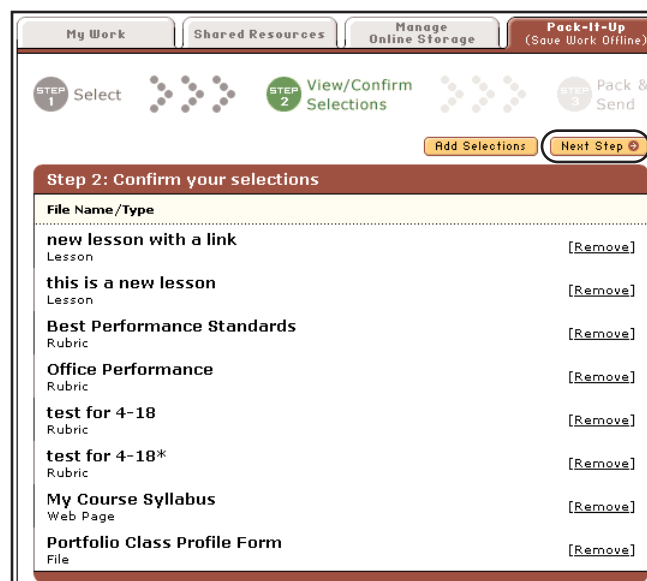
### Step 2: View/Confirm Selections

You will now see a list of items you have selected.

To remove an item from this list, click the **Remove** link to the right of the file you want to remove.

To select more work to download, click the **Add Selections** button. You will then return to step 1 to add new selections to your list.

When you are satisfied with your selections, click the **Next Step** button to continue.

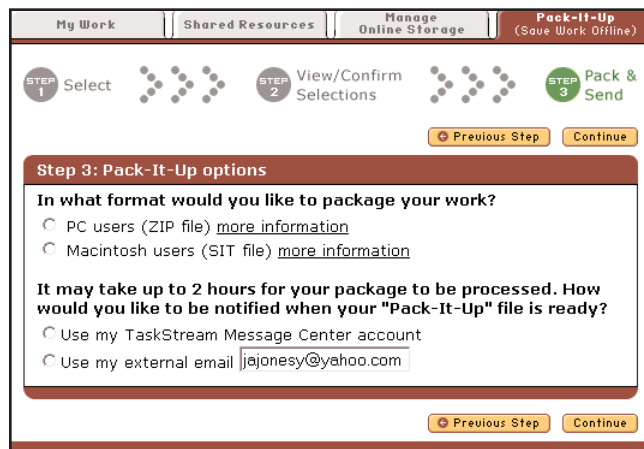


## Step 3: Pack-It-Up Options

In Step 3, you will set the options for your package.

Choose the file format for your package that complies with the type of computer you will use to download. If you are a PC user, choose the .ZIP option. If you are a MAC user, choose the .SIT option.

*Note: The download section will cover decompression utilities and procedures.*

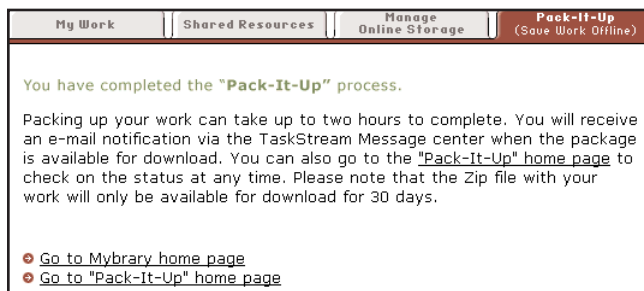


Choose the method for which you would like to be notified when your Pack-It-Up file is ready. You may choose to be notified through your TaskStream Message Center or through an external email address. If you choose the external email option, you must supply an email address.

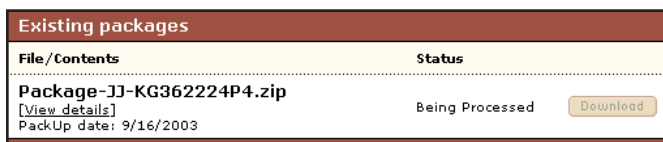
Click the **Continue** button to proceed.

## Confirmation

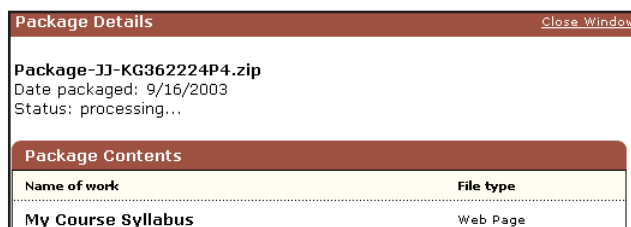
Once you click continue, a confirmation screen appears with options to visit the Pack-It-Up home page or the Mybrary home page.



Click the **Go to "Pack-It-Up" home page** to view the status of your package request. "Being Processed" will appear in the status column until your package is ready. The download button remains grayed out until the package is ready to be downloaded.

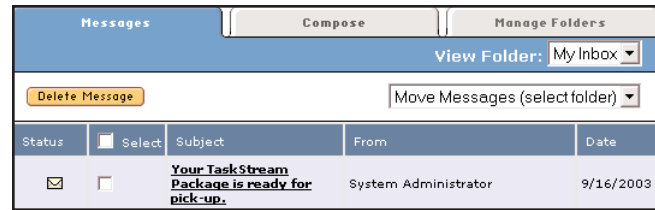


To confirm the contents of your package, click the **View Details** link under the package name.



## Notification

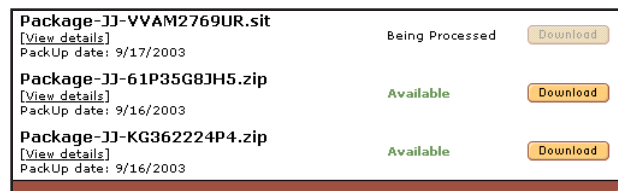
Once Pack-It-Up has completed the creation of the package, you will receive a notification email in the location you specified in Step 3: Pack-It-Up Options. The image at the right shows a notification via TaskStream’s Message Center. The email message includes directions for downloading your package.



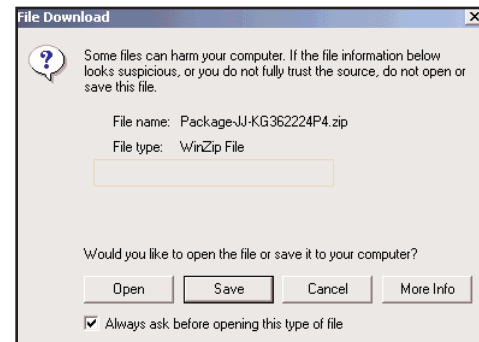
## Downloading Your Package

Once you have received the notification that your package is ready, you may download the package from the Pack-It-Up area.

Access the Pack-It-Up home page and click the **Download** button next to the package. Notice that once the status column contains the word “Available”, the download button becomes active.



A pop-up window will likely appear containing downloading prompts. The image at the right illustrates what a PC user may see. You have the option to save the file to your machine, open the file from its current location, or cancel the download. Choose **Save** if prompted to do so.



*Note: Depending on your browser, platform, and operating system, you may or may not see a pop-up window with downloading prompts. Your machine may download the file to a predetermined location without any prompting.*

## Opening and Viewing Your Package

In order to open and view your downloaded file, you will have to decompress it. The decompression procedure depends on several factors. This section will give a broad overview of how to open the file and how to view your downloaded TaskStream work.

## Decompressing the File

Most computers come with the necessary decompression utility installed but if yours does not, access the Software area of Cybrary. If you have chosen to receive your package as a .ZIP file (for PC), you will need WinZip to decompress it. If you have chosen to download your package as a .SIT file (for MAC), you will need StuffIt<sup>1</sup> to decompress it.

ZIP and SIT files are "archives" used for distributing and storing files. ZIP and SIT files are compressed to save space which makes them ideal for grouping and transporting files quickly.

*Note: Your computer may be set up to decompress the file immediately after it has been downloaded.*

If the decompression utility is installed on your machine, you will be able to double click the .ZIP or .SIT file you downloaded to open the utility. The image to the right shows an example of what a .ZIP file would look like on a PC.

If prompted to do so, extract the files in a location you will be able to find. The files will be extracted into a folder titled, "My TaskStream Work".

## Viewing Your TaskStream Work

To view your downloaded TaskStream work, double click the file titled, "package\_menu.html".

A Table of Contents window appears displaying the downloaded TaskStream files. Click a title to view that file.

Table of Contents	
Work packaged: 9/16/2003	
Title	Type of Work
<a href="#">My Course Syllabus</a>	Web Page
<a href="#">new lesson with a link</a>	Lesson
<a href="#">this is a new lesson</a>	Lesson

<sup>1</sup> Portions of this software are Copyright 1990-93 Aladdin Systems, Inc.