

Home Page

Table of Contents

Home Page	1
Select Home Page.....	1
Tool Quick Tips.....	1
Home Page Message	1
My Alerts Section.....	1
Programs & Folios Section.....	1
Customize the List of Programs	2
Shortcuts Section	2
My Folders Section.....	2

Home Page

Select Home Page

The Portal view of the home page contains links to relevant information for you based on your roles within your organization. The Basic view of the home page is a list of all of the tools that are available to you.

By default, you will see the Portal view of the home page. If you would like to access the Basic view of the home page, select the radio button next to the Basic option from the top right corner of the home page.



Tool Quick Tips

To view a brief description of a tool, roll over the tool icon in the left navigation menu with your mouse.

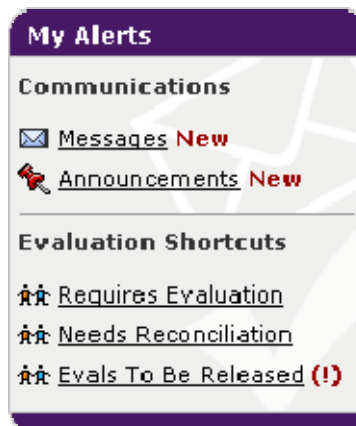
Home Page Message

Your organization may decide to include a message with information that is relevant to you. This message is created by your organization's TaskStream System Administrator.

My Alerts Section

The My Alerts section contains links to news, messages, and announcements. Evaluators will also see evaluation shortcuts.

Areas with new items awaiting your attention will appear as links with a red icon next to it.



Programs & Folios Section

The Programs & Folios section will list all of the programs in which you are enrolled and all of your presentation and resource folios.

To expand a section to see the items listed within it, click the purple heading.

Tool shortcut links will appear to the right of the programs and folios.

Customize the List of Programs

You can customize the number of programs that appear in the home page from the Customize My Programs page.

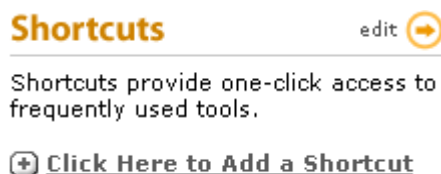
To access this page, go to the My Programs area and click the **Customize this page** link.

Click the **Hide** link to remove the programs from the lists on the home page and the My Programs area.

Click the **Show** link to add the programs from the lists on the home page and the My Programs area.

Shortcuts Section

The Shortcuts section provides you with a way to customize the links that appear, so you can include shortcuts to the areas of TaskStream that you visit most.




To add shortcuts, click the **Edit** button located to the right of the Shortcuts heading. You will be brought to the Home Page Preferences page, which will enable you to select the areas you would like to add to the Shortcuts section.






Once you have made your selections, click the **Update Shortcuts** button.

My Folders Section

The My Folders section provides links to recently edited items, recently deleted items, and custom folders.

My Folders mybrary home 

-  [Recently Edited Items](#) (3)
-  [Recently Deleted Items](#) (2)
-  [Create a New Custom Folder](#)

Clicking the **Mybrary home** button will bring you to the Mybrary page. From the Mybrary page, you can create, manage, or delete custom folders.

Mybrary My TaskStream Work	Cybrary Shared Resources	Manage Online Storage	Pack-It-Up Save Work Offline
Mybrary Home » Create Folder			
Directions: Enter a title for your custom folder and click 'Add Items to Folder' to select work items to include. Links to your custom folder will appear on your portal homepage.			
Folder Name: <input type="text"/>			<input type="button" value="Create New Folder"/>

Select Files to Add	<input type="button" value="Cancel"/>	<input type="button" value="Update"/>
 Directed Response Folios (17 DRFs)		
 Resource Folios (1 Folio)		
<input checked="" type="checkbox"/> My Resource Folio		
 Portfolios (13 Portfolios)		
 Web Pages (3 Web Pages)		
 Unit Plans (1 Unit)		
<input checked="" type="checkbox"/> Template Unit		
 Lesson Plans (11 Lessons)		
 Rubrics (28 Rubrics)		
 Standards Target Sets (5 Standards Sets)		
 Uploaded file attachments (1 Attachment)		
<input checked="" type="checkbox"/> Sample Word Document		
 Uploaded Videos (3 Videos)		

For more information on managing custom folders, please visit the Mybrary section of the help area.