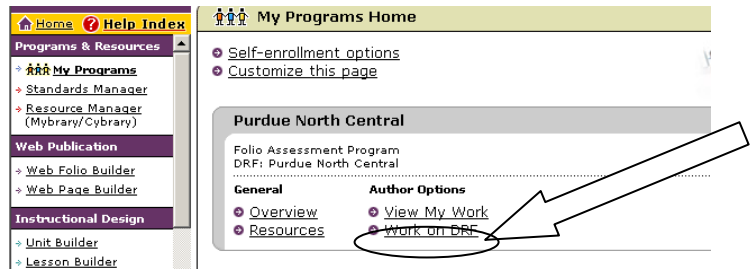


Step by Step Instructions for Submitting a Key Assignment

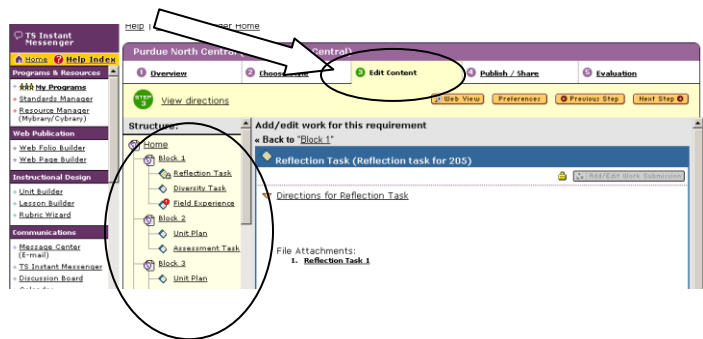
1. On the taskstream.com home Page, select **MY PROGRAMS**



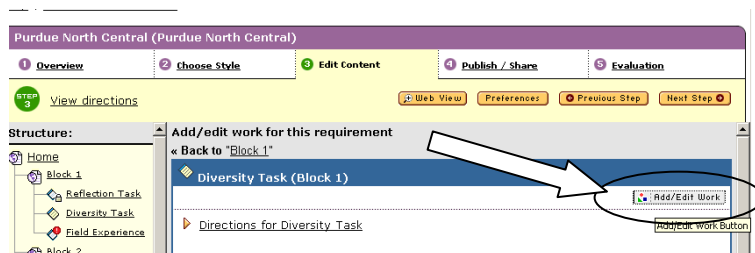
2. Next, click on the link **Work on DRF**



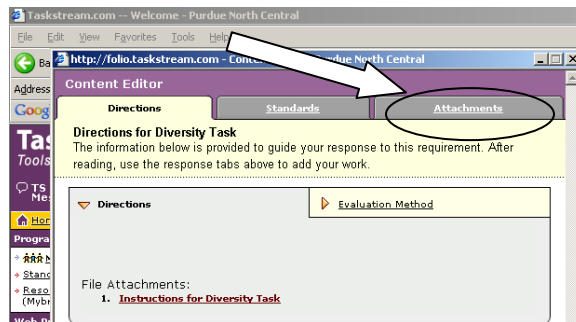
3. Click on the 3rd tab titled **Edit Content**. Select your block from the left side menu and the key assignment you would like to work on.



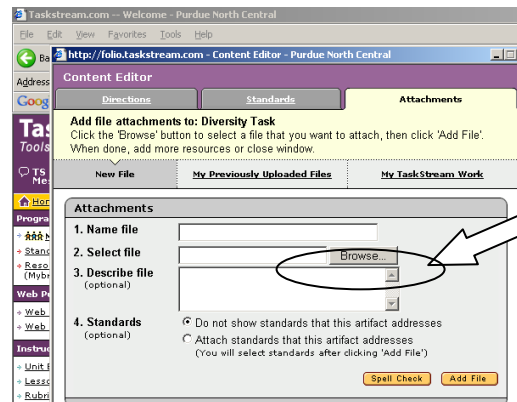
4. For the assignment you would like to turn in, click on **Add/Edit Work**.



- Click on the **Attachments** tab in order to send the assignment as an attachment.



- Choose a name for the file and **Browse** for the file that you would like to send. You do not need to describe the file or select standards for it. Click on **Add File**.



- Click on tab 5 **Evaluation**. Click on **Submit** under Submit work.

