

Quick-Start Guide

Using Pack-it-Up for PC



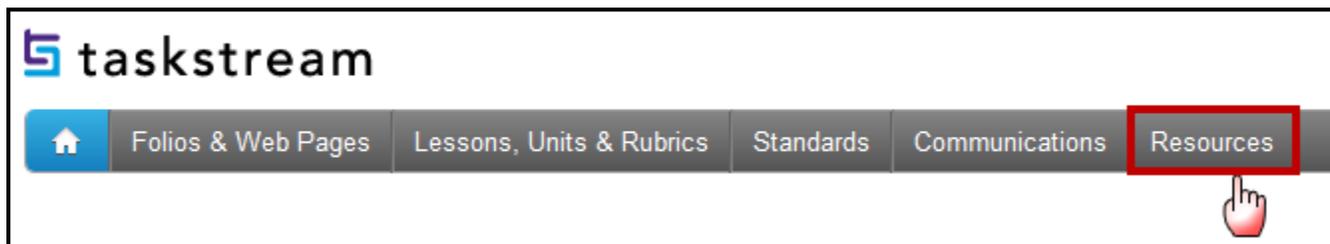
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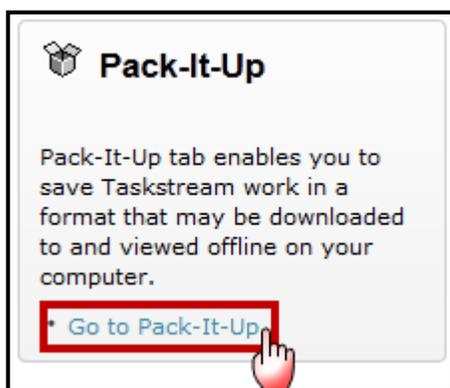
Selecting Work to Download

To download your Taskstream work to your computer, first you must create and download a package of the work. You can create packages of your work via the Pack-It-Up feature.

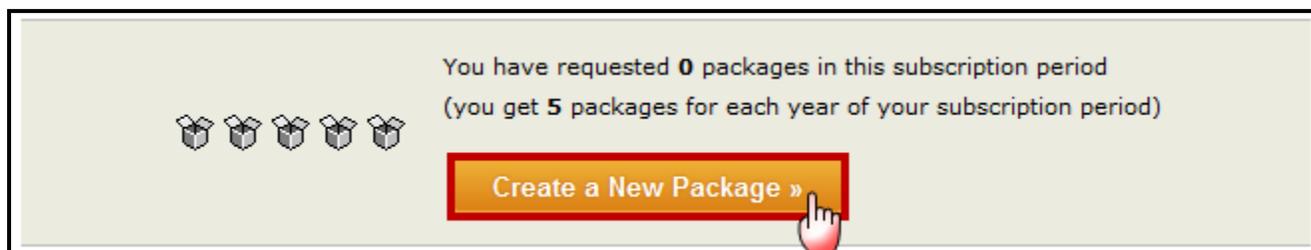
1. From the main navigation bar, click **Resources**.



2. Click the *Go to Pack-It Up* link.



3. Click **Create a New Package**.



💡 *You are allowed five (5) packages for each year for your subscription period.*

Step 1: Select what to package.

1. To select the work you want to package,
 - a. Click the link for the type of work (*i.e.* Program Work)
 - OR
 - b. Click the yellow expand/collapse arrow next to the link. All of the work you have created that falls into that category displays.

Step 1: Select what to package

▼ DRF Program Work (1)

[Advanced Certificate in S.T.E.M. Education](#)

▶ Resource Folios (0)

▶ Presentation Folios (1)

▶ Web Pages (0)

▶ Unit Plans (1)

▼ Lesson Plans (2)

[◀ Select All](#)

["How Tall" Measurement Investigation](#)

[Barriers to Democracy](#)

▶ Rubrics (2)

▶ Uploaded File Attachments (1)

▶ Uploaded Videos (0)

Cancel Save & Continue »

2. Select each item of work you want to package.
3. Click **Save & Continue**.

Step 2: Confirm Selections.

If you need to make add more work, click **Add More Selections**.
 If you need to delete work from your selections, click **Remove**.
 If you are satisfied with your selections, click **Save & Continue**.

Step 2: Confirm Selections

Item Title	Type	
<input type="radio"/> "How Tall" Measurement Investigation	Lesson	<input type="button" value="Remove"/>
<input type="radio"/> Barriers to Democracy	Lesson	<input type="button" value="Remove"/>
<input type="radio"/> Advanced Certificate in S.T.E.M. Education	Directed Response Folio	<input type="button" value="Remove"/>

Step 3: Set Download Preferences.

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In what format would you like to package your work?

ZIP file (Recommended for PC users)

SIT file

How would you like to be notified when your "Pack-It-Up" file is ready?

Use my Taskstream Message Center account

Use my external email |

You will be notified via email when your "Pack-It-Up" file is ready. It may take up to 2 hours for your package to be processed. Please note that your package will be a .zip file and will need to be unzipped to use.

[Read more about .ZIP files](#)

1. Select that you want the package to be created in a PC-compatible format (ZIP file).
2. Select how you want to be notified when the package is ready; either by a message to your Taskstream account, or a message sent to your external email address.
3. Click **Finish**. You should receive a confirmation screen which states 'You have completed the pack-it up process'. At this time, the package is being created.

Your package has been created.

Please note, packing up your work can take up to two hours to complete. Packages will only be available for download for 30 days. You will receive an e-mail notification via the Taskstream Message center when the package is available for download.

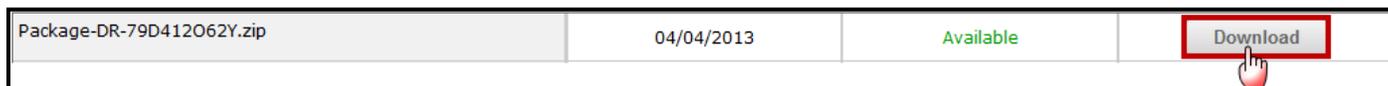
You can also go to the ["Pack-It-Up" home page](#) to check on the status at any time.

What do you want to do?

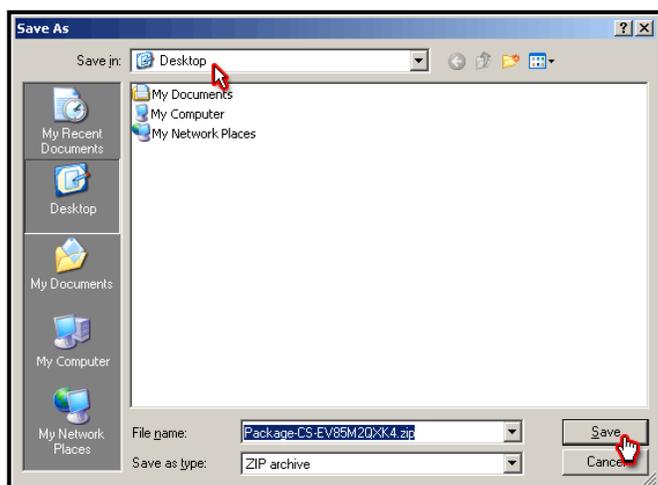
When the package is completed, you can download it from the Pack-It-Up tool located in the Resources area of your Taskstream account.

Extract Your Package

1. When the package is ready, under Your Packages, click **Download**. You must download the package directly onto your computer.



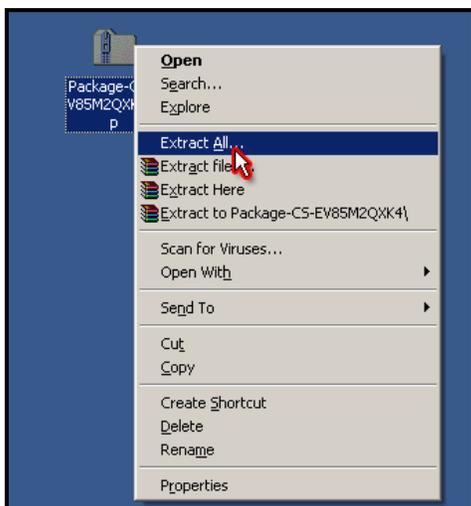
 We recommend that you download the package to your desktop to make it easier to locate when you are ready to extract the files.



2. Once you have downloaded the package to your computer, extract all the files. When you extract all files, it ensures that all data is stored in one folder and displays correctly.

To extract all files from your compressed package,

1. Right-click the folder icon on your computer's desktop.
2. From the menu, click **Extract all**.



3. Follow the instructions that you see in the following screens in order to select a destination where you want to save your Taskstream work.

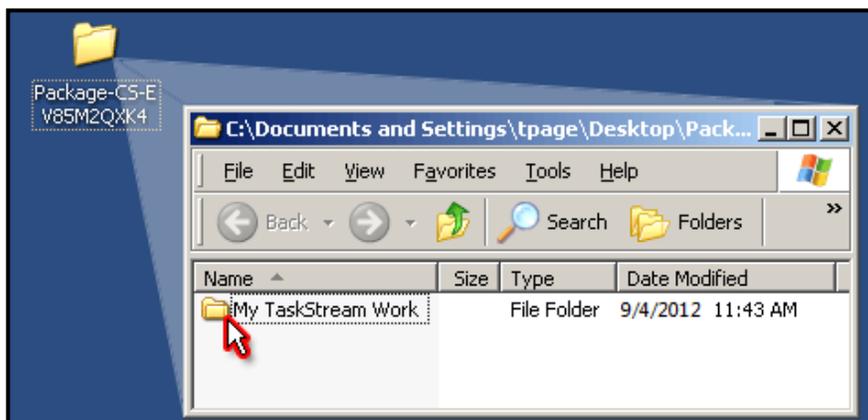
 *We recommend that you extract the files to your desktop to make it easier to locate later.*

 *Since settings and programs installed on computers vary, the extraction process may be slightly different than the steps mentioned above.*

View Your Work

When the files are extracted correctly, you should see a file folder icon with the name of the package on your desktop. Inside is a folder entitled *My TaskStream Work*.

1. To access the *Package Menu*, double-click the folder icon.



2. To view the Taskstream work contained in the package, open the 'package_menu.htm' file.

A screenshot showing two windows. The background window is Windows Explorer, displaying the contents of the 'My TaskStream Work' folder. The file 'package_menu.htm' is selected. The foreground window is Microsoft Internet Explorer, displaying the TaskStream website. The page title is 'TaskStream "Package" - Microsoft Internet Explorer'. The website header includes the TaskStream logo and the URL www.taskstream.com. The main content is a 'Table of Contents' for work packaged on 9/4/2012. The table lists the following items:

Title	Type of Work
For Program 'Core Requirements':	
Core Requirements (Show DRF specified directions and standards)	DRF
Core Requirements (Hide DRF specified directions and standards)	DRF
Barriers to Democracy	Lesson
"How Tall" Measurement Investigation	Lesson

 *If your computer has the capability, you can transfer this package to an external storage device (CD, zip drive, etc).*

Be aware that both extracting compressed files and burning data onto a CD are processes that do not involve the use of Taskstream. Therefore, we can only provide limited support for these functions. If you need assistance with extracting your files, please contact us directly at 1-800-311-5656, and Press 1 for Support. We will do our best to assist you.