



**LEARNING**  
ACHIEVEMENT TOOLS

## **Collaborative Programs for Authors**

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## Access Programs

Collaborative Programs enable designated Authors to share work they create in TaskStream with designated Reviewers in their assigned group(s).

## View Shared Work

Click the name of the Collaborative Program in which you shared work with Reviewers for feedback from the home page under the Collaborative Programs heading to access a list of all of the work that you have shared with your Reviewer(s) and to see the number of comments that have been posted.

## Add and View Work

To share work with a specific Reviewer, go to the tool used to create the work, and then click the appropriate button.

Please refer to the Request Feedback section of the Help Area for more information on sharing work with Reviewers.

Each shared item of work is listed by its title along with the most recent date and time that the work was submitted for feedback. When new comments are added, a “New” indicator will appear next the number of comments. Click the title of a piece of work to view comments.

## Request Feedback

An Author requests feedback from the specific tool that he/she used to create an item of work. The process of requesting feedback is generally the same regardless of which tool you are working in.

To request feedback on a specific work item, click the appropriate button in the work product and then set any available preferences for your request, including specifying the Reviewer(s) with whom you want to share the work.

Within the Lesson and Unit Builder tools, click the **Request Feedback** button.

Within the Folios and Web Pages tool, click the **Request Comments** button in the Comments tab.

Once your request has been made, you will have the opportunity to add any general or specific comments of your own to initiate a dialogue or provide information that you feel the Reviewer should know.

For more directions on requesting feedback, please refer to the help section for the specific tool you used to create the work you want to share.