



Collaborative Programs for Reviewers

Table of Contents

Access Work Shared for Review.....	3
View Feedback Requests by Author	4
Lesson and Unit Review Preferences	5

Access Work Shared for Review

As a Reviewer in a Collaborative Program, you can view and provide feedback on work that has been shared with you for feedback.

From the home page, you will be able to access Programs where work has been shared with you, and monitor collaborative dialogues for these Programs.

To access work that has been shared with you, click the name of the Collaborative Program where work has been shared with you as a Reviewer from the home page.

NOTE: If you are also enrolled in Programs as an Author and/or Evaluator, you will need to make sure the Reviewer tab is selected before clicking the Program name.

Work is organized by category. The number next to each category indicates how many work items of that type have been submitted for review. If feedback has been requested from you, a message will appear on this page.

There is also a choice of how to display the work - show all people, or show only people who have new requests for feedback or who have added new comments. After you have made your choices, click the **Continue** button.

View Feedback Requests by Author

To review and/or respond to work, click the title of the work.

You will then be able to add general and specific comments to the work.

NOTE: Within folios and web pages, Authors can choose to limit the access of Reviewers to the sections of the work where feedback was requested.

Change the Review Status

To help you manage your work, you can use the review status feature to identify work as currently new, needs follow-up, or review completed.

Each review status is represented with a symbol. A legend is located at the top of the page.

To change the review status of a piece of shared work, click on the double arrow icon to set the status. Each click will give you a different review status. Continue clicking this area until the status you want appears.

Lesson and Unit Review Preferences

As a Reviewer, you can specify your preference regarding changing the status of new comments within lessons and units.

After selecting to review lessons or units, click the **Change Preference** link to access available preferences. You can decide between the following two options:

- Automatically clear 'New' statuses after a lesson/unit page with new comments reloads.
- Manually clear 'New' statuses after viewing each individual comment.

Once you have made your selection, click the **Submit** button.

Manually Clear New Status (Lessons and Units)

To manually clear the 'New' status that appears next to new comments, either click the **Edit Review Status** button that is located above the comment or click the **Add Comment** link and add a new comment.