

Quick-Start Guide

Reviewers

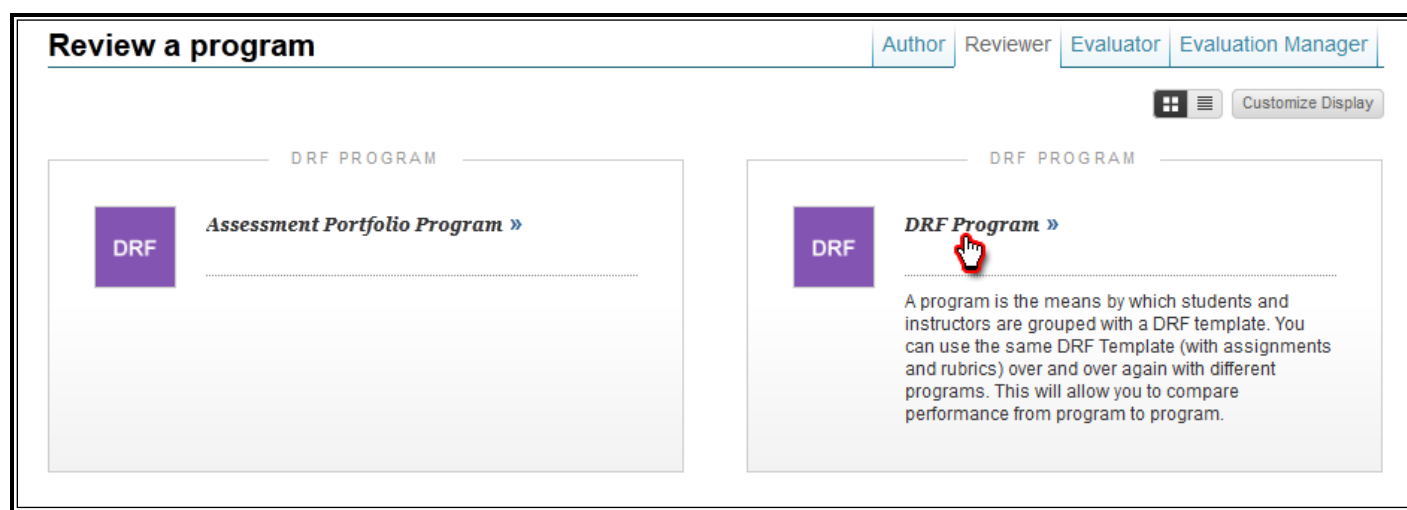


Find Your Program(s)

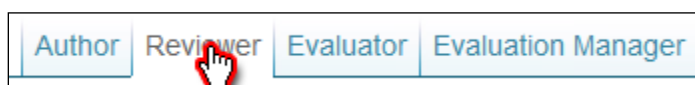
Go to www.taskstream.com and log into Taskstream with your username and password.



On the home page, click the name of the DRF Program in which you wish to give feedback.



If you have multiple roles within a program, you will need to click the **Reviewer** tab.



Note: Do you want to switch to a list view of your programs? Use the buttons on the top right to toggle between the views.



Accessing Work Shared for Review

In the Reviewer display area, you will be able to select the type of work you wish to view and select whether you want to view people with new requests for feedback or view all people who have ever requested feedback. After making your selections, click the **Continue** button

Search Feedback Requests

DRF Program

⚠ You have requests for feedback!

Select Type of Requests to View

- All types of work - by author (51 total items) **Feedback requested! New Comments!**
- Feedback requests from this program (25 total items) **Feedback requested!**
- Units (1 total item) **Feedback requested!**
- Lessons (7 total items) **Feedback requested! New Comments!**
- Web Folios (18 total items)

Select People

- Show all people
- Show people who have new requests for feedback or who have added new comments

Include inactive (expired) subscribers in search results

Continue »

Click the name of the work you wish to review.

Buddy Glass		
Work Title	Type	Total Comments
Buddy's presentation folio	Portfolio	2 comments
★ DRF Program Feedback Requested	Directed Response Folio	219 comments
My Employment Portfolio	Portfolio	1 comments
Practice	Lesson	2 comments
Presentation Folio	Portfolio	1 comments
Sample Lesson	Lesson	0 comments
Sample Lesson Plan Feedback Requested	Lesson	1 comments New
Sample Portfolio	Portfolio	1 comments
Social Studies Feedback Requested	Unit	0 comments

If you are reviewing a DRF or folio, you can view a specific page or section by clicking the name of the page or section on the left side. The work will then open in the right-hand frame. To add a comment to a specific area, enter the comment and then click the **Submit** button.

Directed Response Folio "DRF Program" Submitted by Buddy Glass
 Template: My DRF Template; Comments last requested: 04/04/2013, Work last modified: 04/02/2013

« Back to Search Results Web View Feedback requested on 18 specific areas

Overall Comments

- General Information
 - Feedback Requested
 - ↑ New Feedback Request
- Course 1
 - Feedback Requested
 - ↑ New Feedback Request
 - Assignment 1
 - ↑ New Feedback Request
 - Assignment 2
 - ↑ New Feedback Request
- Course 2
 - Feedback Requested
 - ↑ New Feedback Request

Comments for IEE Print View

Directions: See a history of all comments added below. Use the text box to add your own feedback. Help on this Page

Add your comment: This form is well written but it might need some more detail.

Check Spelling Submit

Request History: View Request History

To add an overall comment, click the **Overall Comments** link and then enter your comment and then click the **Submit** button.

Overall Comments Print View

Directions: See a history of all comments added below. Use the text box to add your own feedback. Help on this Page

Add your comment: You're heading in the right direction. Please see my comments regarding you IEE observation form.

Check Spelling Submit

Note: The Author may have chosen to restrict your access to certain areas of the folio or DRF.

To return to the list of work awaiting review, click the **Back to Search Results** button. Please note the link that appears will depend on your selections from the Reviewer display area.

Directed Response Folio "DRF Program" Submitted by Buddy Glass
 Template: My DRF Template; Comments last requested: 04/04/2013, Work last modified: 04/02/2013

« Back to Search Results Web View

If you have any additional questions or comments, please do not hesitate to contact Mentoring Services at help@taskstream.com or at 800-311-5656, press 1 for support.