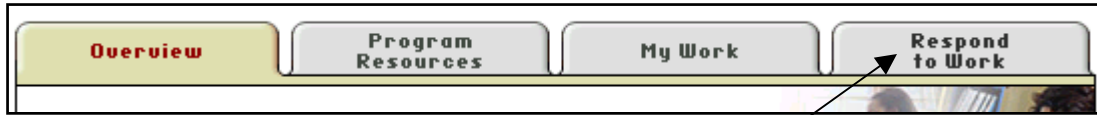


Reviewing Submitted Lessons and Portfolios

1. Log into Taskstream.

2. On the left click on the My Programs link.

Choose the program you have students in to review. (For most of you it will be the practicum group.)



3. From the tabs at the top, click on **Respond to Work**.

4. On the following window, Click **Everyone that I am reviewing**.

5. In part one click on **All types of work by Author**

6. In part two click beside **show all work**, then click continue.

You will now see all your students listed alphabetically.

The work they have done will be underlined on the screen.

Feedback Requested in Red will denote the lessons that interns would like for you to review.

Click on the lesson you wish to review.

Notice all the add comments links. You can add a general comment at the top, or you can add a specific comment to one section.

Subject(s)	Language Arts (English)
	[Add Comment]
Topic or Unit of Study	
	[Add Comment]

An arrow points from the 'Add Comment' link in the second row to the text below.

7. Click on the add comments links to add comments to all the sections you want to. Each time a box will appear. You type in your comment, then click send comment.

When you are finished you can review another lesson by going up to the top and clicking on the small letters <<review by author.

