Taskstream: Request Comments

Click on the Task you are requesting comments for (for example: Task 1 – Part A: Context for Learning Information) > Click Request Comments

> Select the part(s) you are requesting comments for > Continue
> Select Instructor > Continue

Select Reviewers

Directions: The reviewers that appear below are the reviewers that have been assigned to review your work.

Cancel Continue

Your Content Area (Year)

Cancel Continue

Your Instructor’s Name

> You will receive a confirmation page at the end of the request > Close Window

Feedback Requested Successfully

Your Instructor’s Name

Now that you have requested feedback, you may wish to add your own comments for reviewers to read. To do so, close this window, enter your comment and click ‘Submit’.

Specify whether reviewers may access all areas or only areas where you have requested feedback.

Click ‘General Comment Area’ and ‘Add Comment’ to add general comments.

Click a folio area and ‘Add Comment’ to add comments about a specific folio area.

> Click Return to Work
Taskstream: Viewing Comments

Select Task > Click on Comments tab

> Once you have viewed and read the comments, click Return to Work


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