

# Quick-Start Guide: Reviewers



**watermark**<sup>™</sup>

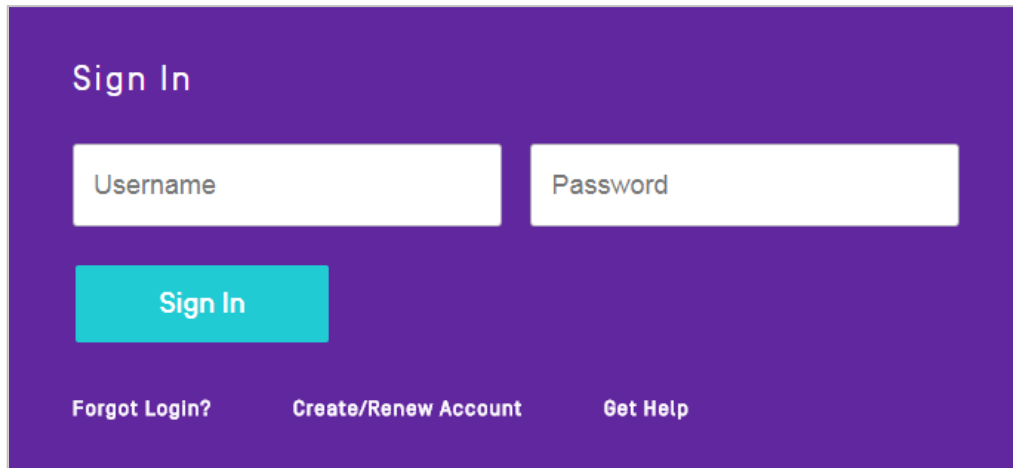
1.800.311.5656 | [support@watermarkinsights.com](mailto:support@watermarkinsights.com)

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## Find Your Program(s)

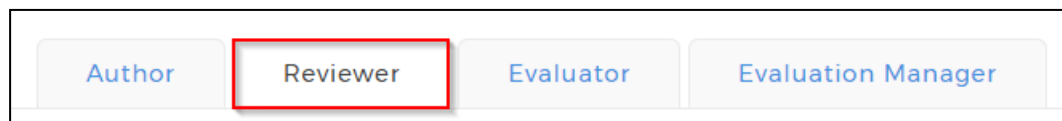
Go to <https://login.taskstream.com/> and log into Taskstream LAT with your username and password.



The image shows a purple sign-in form with the following elements:

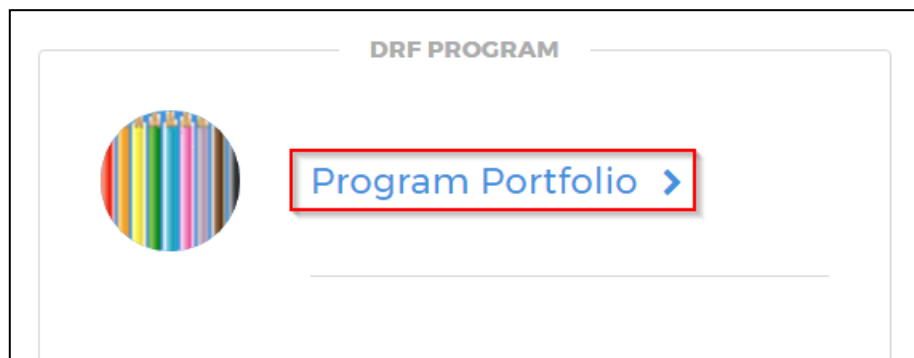
- Header: "Sign In"
- Input fields: "Username" and "Password"
- Button: "Sign In" (teal)
- Links: "Forgot Login?", "Create/Renew Account", and "Get Help"

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



The image shows a horizontal row of four tabs: "Author", "Reviewer", "Evaluator", and "Evaluation Manager". The "Reviewer" tab is highlighted with a red border.

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



The image shows a "DRF PROGRAM" selection interface with the following elements:

- Header: "DRF PROGRAM"
- Image: A circular icon of colorful pencils.
- Button: "Program Portfolio >" (highlighted with a red border)

## 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 Comment Requests

Program Portfolio

**⚠ You have requests for comments!**

**Select Type of Requests to View**

- All types of work - by author (1 total item) **Comments requested!**
- Web Folios (1 total item) **Comments requested!**

**Select People**

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

Include inactive (expired) subscribers in search results

CONTINUE »

Click the name of the work you wish to review.

Work Title	Type	Total Comments
<div style="display: flex; align-items: center;"> <span style="font-size: 1.2em; margin-right: 5px;">»</span> <div style="border: 2px solid red; padding: 2px;"> <b style="color: #007bff;">My Showcase Portfolio</b> </div> </div> <div style="margin-top: 2px; font-size: 0.8em; color: red; font-weight: bold;">           Comments Requested         </div>	Portfolio	1 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. Areas that have been specifically flagged by the Author for feedback will be indicated by a red arrow along with a notification comments are requested.

**Overall Comments**

**My Showcase Portfolio**

- ♦ **Mission Statement**  
Comments Requested  
1 New Comment Request
- Awards Received
- Pre-Analysis
- Experiential Activities
- Workshops

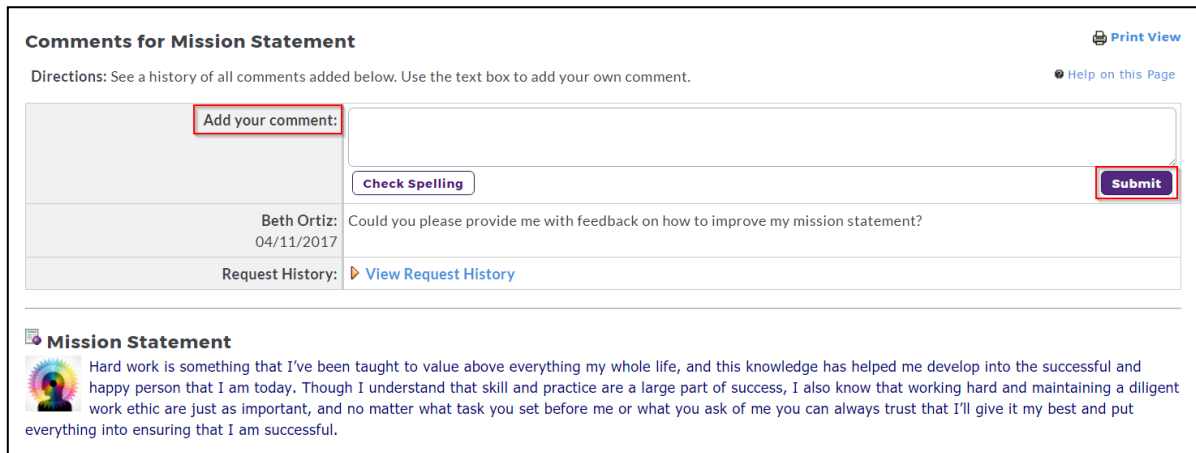
**Overall Comments** Print View

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

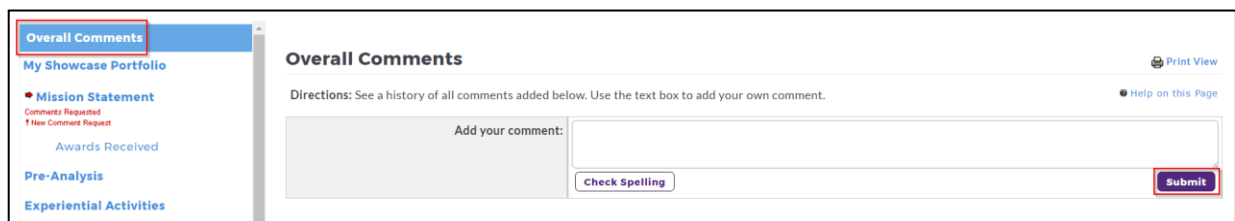
Add your comment:

Check Spelling
Submit

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.



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



*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 results that appear will depend on your selections from the Reviewer display area.

