

# STEP 4: Sharing Your Work with Your Instructor

Once you are logged into Taskstream and working on your portfolio, click the **Comments** tab.

Click the **Request Comments** button



The screenshot shows the Taskstream interface for a user named Lisa Azure. The top navigation bar includes 'Folios & Web Pages', 'Lessons, Units & Rubrics', 'Standards', 'Communications', 'Resources', 'TS Coordinator', and 'Analytics'. The main content area is titled 'UTTC Teacher Education' and includes a 'Web View' button. A secondary navigation bar contains 'All Folios & Web Pages', 'Style', 'Edit Content', 'Comments', and 'Publish/Share'. The 'Comments' tab is active, and the 'Request Comments' button is highlighted with a red circle. Below this, there is a section for 'Overall Comments' with a 'Print View' button and a 'Help on this Page' link. A sidebar on the left allows users to 'Allow Reviewers Access' to either 'entire folio (all areas)' or 'requested areas only'.

A pop-up window will display.

To open up all sections of your portfolio for review check the **Request Feedback on All Areas** box.

To select only certain areas for review, check the boxes of the sections you would like to request comments for.

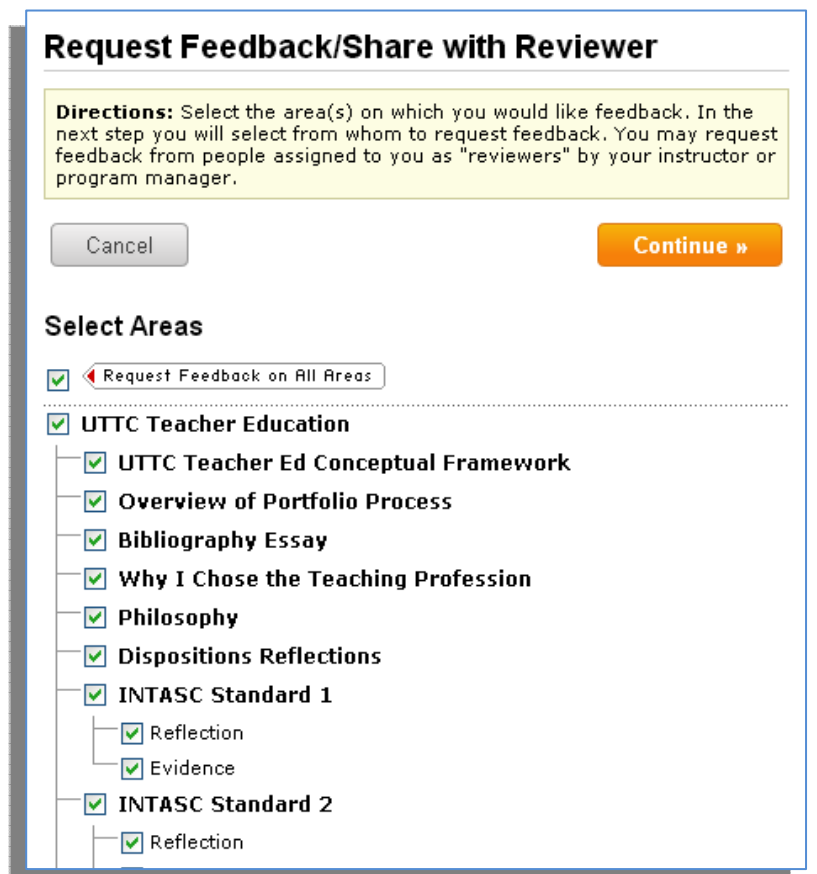
Click **Continue**

Choose your instructor from the list of faculty members and click **Continue**.

Click the **Close Window** button.

Your instructor will now be notified that your portfolio is ready for review.

Click the **Return to Work** button to resume working on your portfolio.



The screenshot shows a pop-up window titled 'Request Feedback/Share with Reviewer'. It contains a 'Directions' section explaining that users should select areas for feedback and then choose reviewers. Below this are 'Cancel' and 'Continue »' buttons. The 'Select Areas' section features a list of checkboxes for various portfolio components, all of which are checked. The components include 'Request Feedback on All Areas', 'UTTC Teacher Education', 'UTTC Teacher Ed Conceptual Framework', 'Overview of Portfolio Process', 'Bibliography Essay', 'Why I Chose the Teaching Profession', 'Philosophy', 'Dispositions Reflections', 'INTASC Standard 1' (with sub-items 'Reflection' and 'Evidence'), and 'INTASC Standard 2' (with sub-item 'Reflection').