Taskstream Instructions: Completing a Review

This document will help complete a review in Taskstream.

2. Click on “Items Requiring Review” on the left-hand side.

3. The list of work submitted by the areas assigned to you will appear. Select “Review” to begin the process.

4. Select “Review Work.”

The unit’s information will populate on the left side of the screen and the associated rubric will populate on the right side of the screen (Be sure that pop-up blocker is set to “always allow pop-ups”).

5. Please read the assessment information provided and evaluate each section against the rubric, assigning a score.
6. If applicable, please leave comments in each section. (Think about the type of feedback you would like to receive. What would be helpful?)

7. Scroll down to next steps, and check “Record as final but release review to participating area later.”

8. Click “Submit Review Now.”

9. You will then be taken back to the main screen to repeat the process for all areas requiring review.