

Content Approval Process

Approver Roles

Question Approvers can view lesson questions and their correct answers on the Questions tab.

Script Approvers can open script documents in Microsoft Word Online from the Resources tab. Any comments or changes they make are saved automatically.

Narration Approvers can open and listen to audio files within their browser from the Resources tab. They'll also be able to leave notes when they approve or reject the files.

Final Approvers can view lessons as if they were live from the Details tab. Their approval indicates lessons are complete, and they can review progress in the Course List dashboard.

Course List Dashboard

The Course List dashboard displays a current snapshot of our work together – including course progress and how many lessons are in each stage of the approval process. Courses are divided into two groups: those you own and those you're collaborating on as an external partner.

User Assignments

Only users assigned to specific courses can complete the stages of the approval process for those courses. To assign roles for a course to your users, follow these steps:

1. From the Course List, navigate to the desired course
2. Click the Course Assignees tab
3. Select assignees for each role in that course's approval process*
4. Click Save

Course Lessons

From the Course List, you can view the topics and lessons within a course by clicking on it. Topics with lessons that need your approval – and the lessons themselves – will be highlighted.

To approve lessons, follow these steps:

1. Within a lesson, navigate to the Resources tab
2. Click the orange box with the plus sign to view the script link
3. Click on the script link to view it in a new tab.
4. Once you are done reviewing the script, go back to the Resources page to approve or deny it with or without comments

Note: Clicking Cancel does not cancel the approval/denial. It will still push the script forward or backward in the workflow and just cancel/null out any comments.

History

From the History tab within a lesson, you can review our work and the changes we've made based on your feedback.

* Only users with designated approver roles can be assigned to those roles within a course.