

## 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.