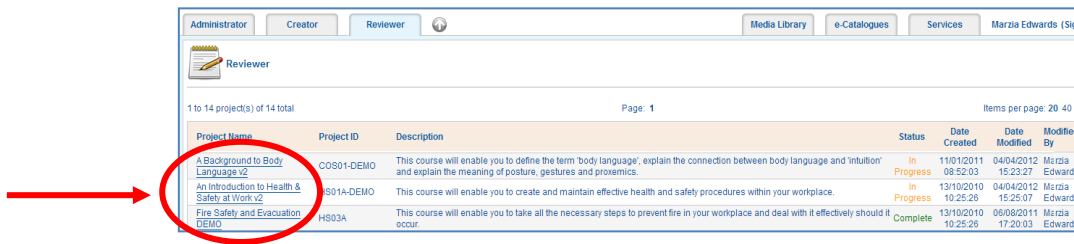



When elements of a course have been completed by a Creator but the Reviewer thinks they need to be amended before the course can be published, the Reviewer can 'reject' them.

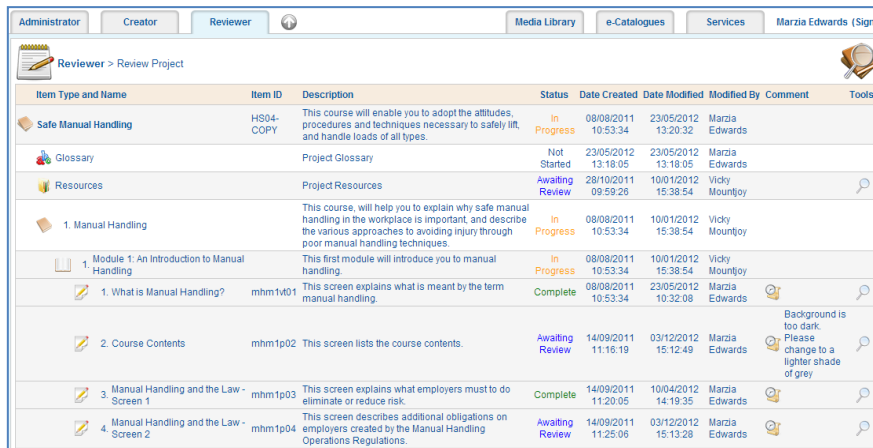
To access the functionality that allows you to do this:


- 1) From the main **Reviewer** tab, click on the name of the project you wish to review:



- 2) You will see the course structure with each item that has been marked as complete by

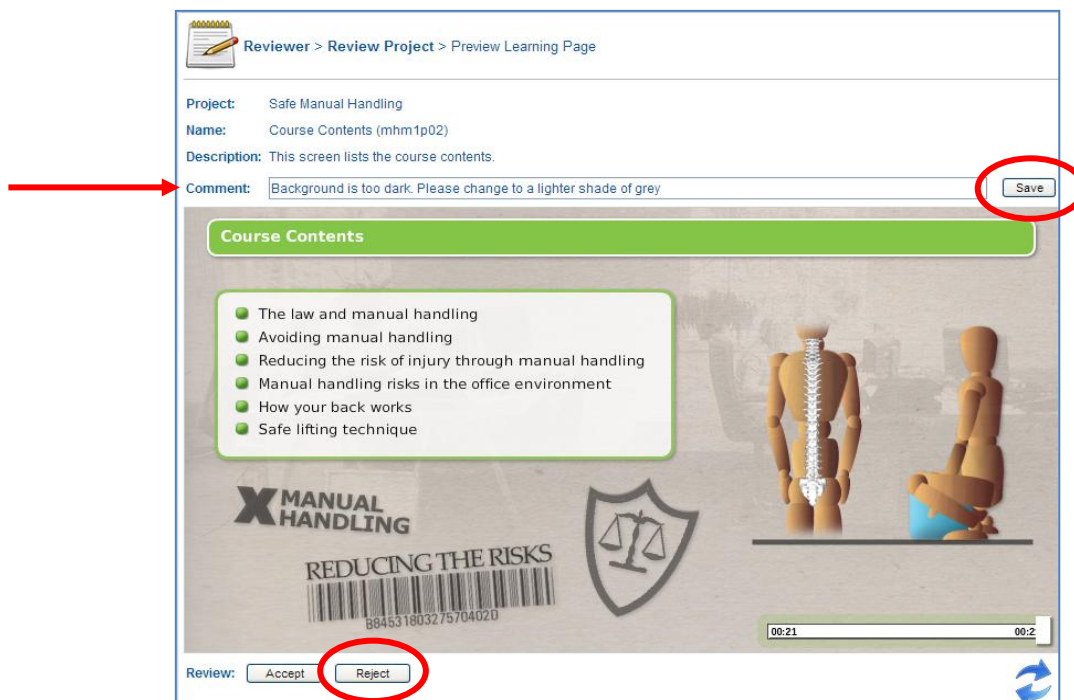
the Creators displaying the status 'Awaiting Review' and the  icon appearing next to it:



3) To view the contents of each of the course elements, click on the  icon. You will see the **Preview** page for the item you have selected (the example below shows the Preview screen for a Learning Page). If you are not satisfied with some of the aspects of the element you are viewing, you will need to:

a. Add details of the changes that need to be carried out in the **Comment** box. When this is done you will need to click on the **Save** button so that your comments are saved:

b. Click on the **Reject** button



A warning will appear reminding you to add and save your comments should you not have done so already. Click **OK** to remove the message and complete the process. The screen will close and its status in the course structure will revert to **In Progress**.