

Autolian National University be modified during a review MODIFYING COURSE Number in bubble Hover next to field to bring up comment bubble. Click in form separators, to bring up review pane indicates current open comments OURSE STRUCTURE AND CONTENT within section Tabs - unresolved or all comments (including closed) Review Author can Resolve comments (close) 10 Comment window. Add comments here Number in bubble beside field, Can also reply to existing comments. Your indicates current comments can be emailed to specific reviewers by typing "@" and selecting from a dropdown list open comments of the review group members. TEMPLATE: COURSE VERSION: 004 CLOSE

1 A Set up a Review Group

- 1. Review Group tab select CREATE GROUP button
- 2. Give the group a name then select ADD button
- 3. Add members via drop down list of active CMS users

1 2 Initiate a Review

How do I Initiate a review of one or more items together? Make sure you have a review group already set up then: On *Manage Review tab* select **INITIATE REVIEW** button to trigger a wizard

- 1. Basic Review Information
 - Give review a name and end date
 - Customise email proforma if desired
- 2. Add Items to be Reviewed

Using buttons add one or more of the following items:

- Classes, Courses, MMS and Programs
- Maps
- 3. Choose Review Group
 - Choose one of your previously set up groups containing review members
- 4. Confirm review details
 - Check details then Initiate Review.
 - CMS sends email notification to each reviewer with links to the items to be reviewed.

2 4 Checking review progress

- 1. On Manage Review tab select review of interest
- 2. Select **STATUS** button
- 3. Popup shows details of all reviewers, including who initiated the review (RI) and Author (AU)



