

## Reviewing Courses in Claro

We have sent you an invitation email directly from Claro, our collaborative elearning authoring tool. The email is from the address [noreply@dominknow.com](mailto:noreply@dominknow.com) so please ensure that you add that address to your safe senders list or check your spam filters.

Click the link in the email to join Claro. Then, follow these steps:

### 1. Join Claro

Fill in the details on the Join Claro window:

1. Type your First Name and Last Name.
2. Type a password for yourself and enter it again in the **Verify** box. Jot it down for later. You use your email address and password each time you sign into Claro.
3. Review the **Terms and Conditions of Service** and click the confirmation check box after you have reviewed the information.
4. Click **Join Claro**.
5. A course list with the course(s) you have been assigned to review appears. Select the course and click **Review**. The course opens in a player and you move through the course just as a learner does. NOTE: If there are a lot of courses, you can use the **Search** box to find the one you want. If a course you expect to review is not listed, it may not be in Review Mode. Contact the course author.

The screenshot shows the Claro registration interface. At the top, the Claro logo and tagline 'work together, better' are visible. Below this, there are input fields for 'First Name' (containing 'Pat') and 'Last Name' (containing 'Smith'). There are two password fields, one for 'Password' and one for 'Verify', both containing masked characters. A checkbox is checked, with the text 'I have read, understand and agree to the Terms and Conditions of Service.' Below the form is a 'Join Claro' button with a green arrow icon.

The screenshot shows the 'Review Courses' interface. At the top, there is a header with a funnel icon, the text 'Review Courses', and a user profile icon. Below the header, the main content area is titled 'Courses In Review'. It features a table of available courses with columns for 'Course Name', 'Start Date', and 'End Date'. The table lists four courses: 'Animation Effects in Claro', 'Art Appreciation', 'Awesome Amphibians', and 'Bechtel Training Guide and materials'. Below the table is a pagination control with 'Previous', '1', '2', '3', and 'Next' buttons. To the right of the table is a 'Details' panel for the selected course, showing fields for 'Status', 'Review Period Starts', 'Review Period Ends', 'Description', 'Language', 'Created By', 'Created On', 'Pass Mark', and 'Assigned Reviewers'. At the bottom right of the details panel, there are 'Back' and 'Review' buttons, with the 'Review' button circled in red.

Course Name	Start Date	End Date
Animation Effects in Claro	January, 04 2015	January, 12 2015
Art Appreciation	August, 30 2012	September, 06 2012
Awesome Amphibians	July, 24 2012	July, 31 2012
Bechtel Training Guide and materials	January, 10 2014	January, 17 2014

### 2. Navigate the course

Note: The names of the navigation buttons on the player may be different from those below if the course author changed them.

- Use the **Next** and **Previous** buttons along the bottom bar to move forward and back through the course.
- Use **Replay** to refresh the course page.
- Click **Audio** or turn the audio narration off or on.
- Use the **Menu** to:
  - Jump to another place in the course from the course **Outline** tab
  - View **Transcripts**
  - View **Notes**
- Click the **Exit** button to close the course when you're done with your review.

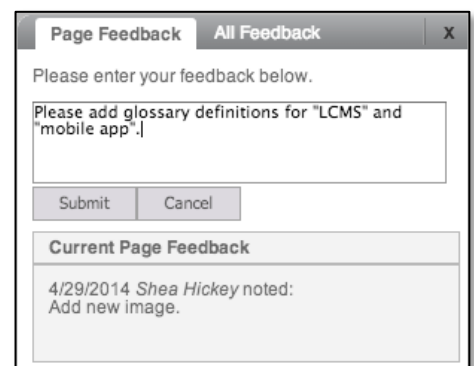
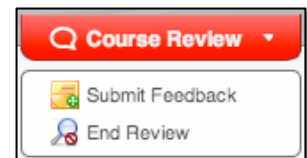
### 3. Make Reviewer Notes to provide feedback

When a course is in **Review Mode**, you can report bugs, updates, feedback, or change requests while reviewing the course. The Reviewer Notes that you add can be seen by any other reviewers. This means that most problems only need to be reported once, saving time for all reviewers.

These **Reviewer Notes** are then available for course authors to view, fix, track, and close.

To add reviewer notes to a course as a reviewer:

1. Click the **Course Review** button on the top navigation bar (Note: If there is no Course Review button, contact the course author. The course needs to be in Review Mode for the Course Review button to appear).
2. Select the **Submit Feedback** button.
3. The **Page Feedback** panel slides out.
4. You can see notes left by other reviewers, so there is no need to report an issue already submitted. You can also see Feedback left for all course pages by selecting the **All Feedback** tab.
5. Enter details in the field provided and then click the **Submit** button.
6. You can keep the Page Feedback panel open as you navigate through the course, or close it and open it again when needed.
7. Select **End Review** when you've completed your review. This will send a notification to let the assigning Administrator and all assigned Authors know when you've finished your review process.



Course Review

#### Test and course differences in Review Mode

There are some differences in the course functionality so that you can review everything properly.

This includes settings for the passing score, pre-test, re-test, as well as preventing feedback from appearing for the learner. As a reviewer, you see immediate feedback after you submit each question so that you can check accuracy.

If the author has created a bank of test questions to put into Random mode, as a reviewer you see ALL the test questions so that you can review them.

You are also able to fully navigate a course in Review mode too. When a course is published, the author may choose to set the course in sequential mode so that learners cannot use the menu to jump ahead.