

## Plan Status & Comments

**PURPOSE:** Keeps track of where your Plans are at in the Submission/Review Process and helps communicate about your lessons to the Plan Reviewer.

### Building a Plan

A Plan has this status when you are initially creating it.

### Submit Plan for Review

When you have completed your Plan, click the **Submit Plan for Review** button at the top right of your Plan Details page. After submission, the system displays your name (as the Plan's author) and the date you submitted the Plan for review.

### Revision Request

Your Reviewer may choose to request that you revise your Plan before accepting it as complete. If that is the case, you will see the Plan listed on your Dashboard in the **Revision Requests** component.

### Reviewed



When your Reviewer has reviewed and accepted your submitted Plan, their name and the date they accepted your Plan will display on your Plan Details page below your name and the date you submitted the Plan. The green checkmark icon will also show on your Plan lists.

### Comments


On your Plan Details page, you can share a Comment about the Plan to your Reviewer. Click the Comments tab and add a **+ New Comment**.

If your Reviewer sends a Comment to you, then you will see these listed on your Dashboard in the **New Comments** component. Once you have clicked to that Plan's Comments tab, then any new comments will be marked as "read". This causes the Comments icon to turn from colored to grayscale, and these comments will no longer display your Dashboard.

### Dashboard

Course List			
Name	Grade	Plans	
Sample Course	5	 List	 Add

Revision Requests	
Name	Date
Sample Course:Sample Plan 	08/16/10

New Comments	
I really like what you have so far, however, I would like to s...	
By Lisa Principal   Sample Course:Sample Plan	08/16/10