CAERise Editor

Submitting a Change Request for Approval

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Each course, lesson, module or task that has been imported, created or edited needs to be submitted for approval before it is published in CAE Rise Editor.

To submit an item for approval, review the following content.

1 **Item Name**
This is the name of the item that needs to be submitted.

2 **Item Description**
Any relevant description of the item will be featured here.

3 **Submit for Approval / Reject**
Click the **Submit for Approval** button to submit the item. To reject the item, click on the **Reject** button. A window will appear to ask you to confirm your choice.