CAE**Rise Editor**

Submitting a Lesson for Approval

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Once you've added all the task needed for the lesson, finish your editing session by clicking the *Done* button and submit your lesson for approval. There are two ways to submit a lesson for approval: you can submit it through the Dashboard via *My Change Requests* or by selecting the *Change Request* tab.

To learn more about submitting a lesson for approval, review the information below.

1 **Open Options**

Click on the three dots to open the Lesson options.

2 **Submit for Approval Option**

Select the *Submit for Approval* option.

3 **Change Request Tab**

The other way to submit your lesson for approval is to visit the *Change Request* tab.

4 **Submit for Approval Button**

Click on the *Submit for Approval* button.

5 **Reject Button**

Clicking on the reject button will clear all the tasks and edits you've made to the lesson and it will be removed from the change requests.