# Using our elearning review tool

Accessing the module

If you have been asked to review an elearning module, you will be sent a URL link to the module our review tool (normally by the project lead) and a deadline for completing your review.

After clicking on the link, you will be asked to enter your email address. This allows us to connect feedback with the relevant person in case we need clarification and/or further information.
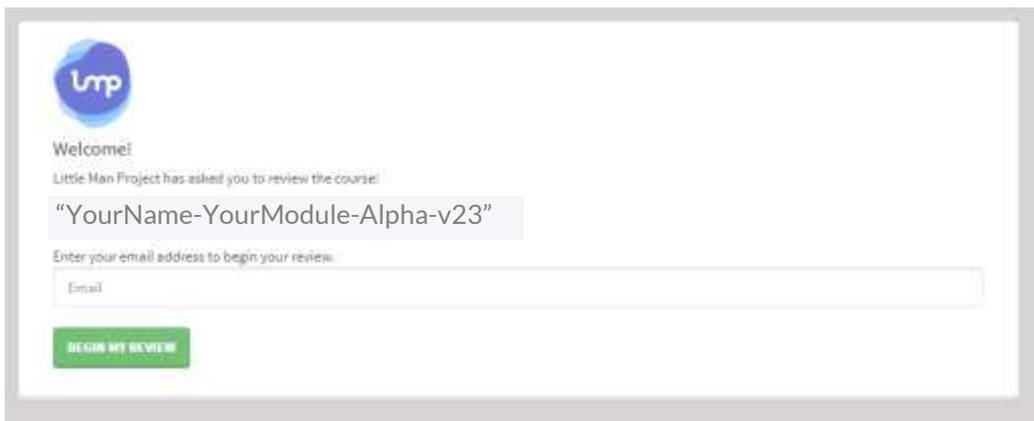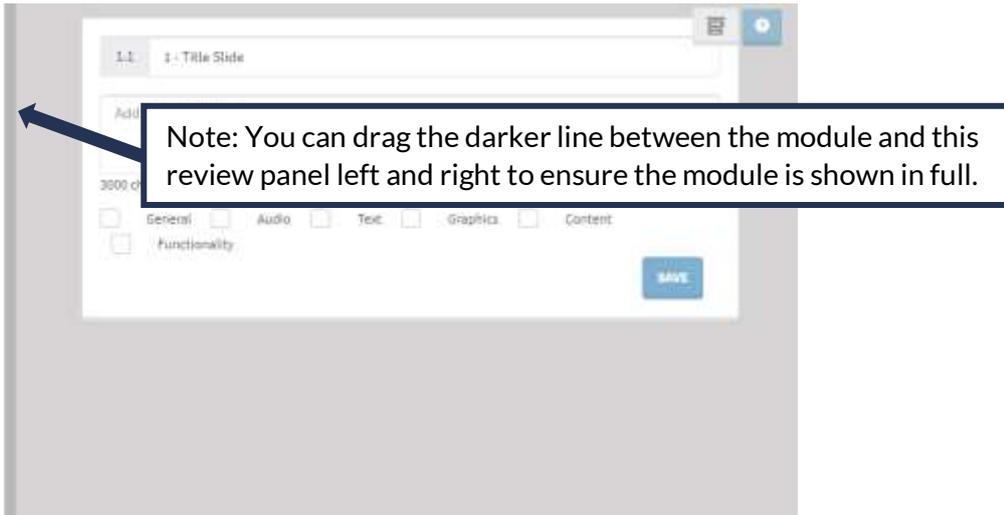

After adding your email address, you will be asked to confirm that you are ready by selecting 'BEGIN MY REVIEW'. The module will then load and you will be shown the first screen of the module.

Giving feedback

On the right you will see a panel where you can add your feedback on the mdoule.

Note: You can drag the darker line between the module and this review panel left and right to ensure the module is shown in full.

When adding each piece of feedback please press '**SAVE**' below the comment box. Please **do not** add all of your feedback for the screen as one comment. The output of the review tool does not include formatting so it can be very hard to decipher where feedback starts and stops for each point being made. It also allows us to flag specific feedback received that we need further information from you to complete.

When you have finished your review, just close the browser tab.

Please **do not** click on the module to exit it as this will lock your review and stop you being able to go back in at a later date.

If you wish to return to the module later, you can use the same original link. You will be asked to enter your email address again, but this will take you to the same review you have completed allowing you to add new comments if needed.