

# Reviewing a Submitted Plan

As an administrator, you can view weekly plans submitted by the teachers in your program.

To view a submitted plan, select **WEEKLY PLAN SUBMISSIONS** from the Teach area sub-navigation.

Use the Filter by drop-down menu to view your **PLANS FOR REVIEW**, **APPROVED PLANS**, or **REJECTED PLANS**.

Submitted Weekly Plans

Filter by: Plans For Review

Teacher	Week	Title	Weekly Plan	Status	Action
Susan James	03-06-2017	Test This	Download PDF	Plan Submitted (Mar-03-2017)	Approve Reject

To review a submitted plan, select **DOWNLOAD PDF** from the Weekly Plan column.

Select **APPROVE** to approve the plan or **REJECT** to reject the plan. If approved, the plan will be marked as Approved in the teacher's account. If rejected, the teacher will receive a message on his or her Dashboard. The plan will be marked as rejected and the teacher will be able to resubmit the plan.