

Reviewing a Course in Review 360

Review 360 is the perfect tool for authors and stakeholders to collaborate. This short guide will get you up to speed, so you can interact with a course, communicate with the author, and provide valuable feedback.

How to Access the Content

Use a [supported browser](#) to open the course link (starts with *https://360.articulate.com/review/content*) that the author shared. If the content is password-protected, reach out to the author for the password if it wasn't provided.

- View previous versions of Review 360 projects by clicking the Version drop-down list in the upper-left corner.
- Collapse and expand the Comments sidebar by clicking the arrow in the upper-right corner.

How to Post Comments

To add a comment to the course, select the field in the Comments sidebar on the right. If you're not signed in to Review 360 with an Articulate account, the page will prompt you to enter your email address. This allows you to receive notifications when other reviewers reply to your comments. If the email address is linked to an Articulate account, you'll be prompted to sign in with your password. (If you're having trouble, you can [reset your password](#)).

When working with comments, you can:

- Edit or delete your comment by hovering over it and clicking the drop-down arrow that appears.
- Enhance your comments by adding attachments using the paper clip icon or by inserting emojis either with your device's emoji keyboard or using the emoji icon.
- Tag reviewers who already commented on the project or any member of the same Articulate 360 team by either typing @ followed by the person's name or email address or clicking the @mention icon.

How to Manage Comments

Use the Feedback tab in the upper-right corner of the screen to display all the comments posted on the project. You can reply to other reviewers' comments and resolve comments that have been addressed.

- To resolve a comment, hover over an individual comment or the first comment in a discussion thread, then click the check mark icon that appears.
- To unresolve or reopen a comment, click the ellipsis (...) menu in the upper-right corner of the screen and choose **Show Resolved Comments**. Then hover over the comment and click the green check mark icon.

Note: If you have an Articulate account, you can subscribe to a project or mute notifications. Click the ellipsis (...) menu in the upper-right corner of the screen and choose **Project Notifications**. Otherwise, you'll receive email notifications for a project when other reviewers reply to your comments or @mention you.

[Check out this tutorial for more information about collaborating on projects in Review 360.](#)