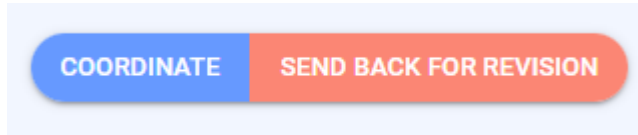


# Actions with Lessons

- [Coordination of lesson](#)
- [Lesson approval](#)
- [Assigning tasks](#)
- [Archiving a lesson](#)
- [Deleting a lesson](#)
- [Lesson declining](#)
- [Sending lesson back for revision](#)
- [Return lesson for coordination](#)
- [Adding a lesson to favorites](#)

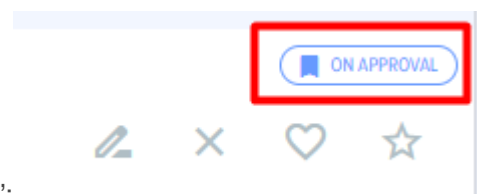
# Coordination of lesson

By opening a lesson card, a coordinator gets access to the following buttons - Coordinate, [Send back for revision](#).



“Coordinate” function is available to a coordinator only.

When you click the Coordination button, a field for entering a comment opens, the comment is optional.



The lesson in the Main Menu changes its status to “On approval”:

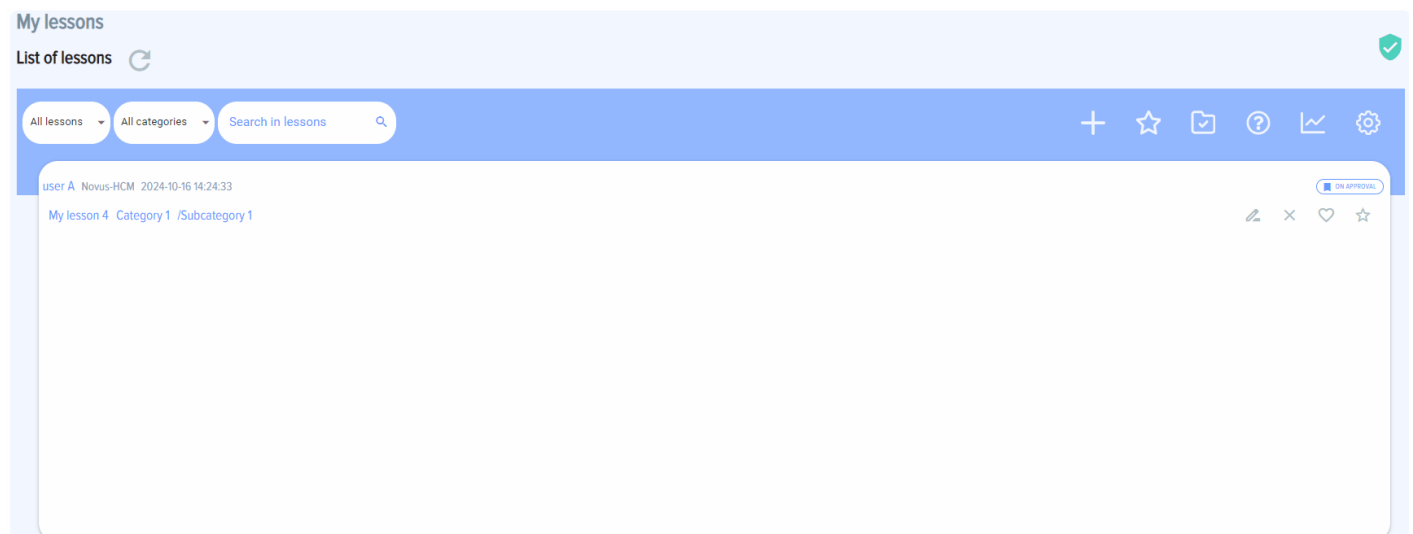
When coordinated by each of the coordinators, the lesson is sent to the approval stage. This function is available when coordinated by each of the coordinators only. Coordination process is concurrent or sequential depending on a mode selected when adding a lesson.

# Lesson approval

To approve, open the lesson card, the following buttons will be available:

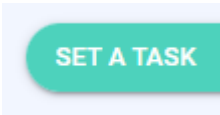
- Approve
- [Send back for coordination](#)
- [Send back for revision](#)
- [Decline](#)

To approve, click the Approval button.



# Assigning tasks

After a lesson has been approved, Tasks can be assigned to it; this action is available from the lesson card:




Only the Approver can assign tasks. Tasks are assigned only for approved lessons. When you click the "Set task" button, a window for setting a task will appear:



When setting a task, you must specify the name of the task, briefly describe the essence of the task, select those responsible and the deadline for completing the task.

The assigned tasks are integrated with Bitrix24 tasks and will be available in the "Tasks and Projects" section of your Bitrix 24:

<input type="checkbox"/> ⚙ Name	Active ▾	Deadline	Created by	Assignee
<input type="checkbox"/> ☰ My first task	18 October, 15:38	29 October, 14:00	user A	user A

If the lesson has tasks, it gets the following status  Tasks

When all tasks are completed, the lesson gets the following status Tasks completed.

In the lesson card:

We recommend that implemented lessons be transferred to the archive.

# Archiving a lesson

A lesson can be moved to the archive only after approval, including if all tasks for it have been completed or if the status is cancelled.

The author of the lesson, the application moderator or the Bitrix24 portal administrator can move the file to the archive.

The corresponding active element “To archive” will appear in the lesson control panel.