✓ smartsheet

 # /Top of form SAME AS ~~othe~~ other form

QA Request Form

Type of Work *

Copyedit: Review of the pre-production documents; Content focused review

→ Add 'Transcription'

Type of QA

If "Type of Work" is QA, please choose type of QA work from dropdown list.
Front-end QA: Review from the student experience perspective
Back-end QA: Levels 1 & 2 for Student and Instructor Technical and Functional quality within Learning Studio

include ⟹

Learning Course Studio ID

Only applicable to back-end QA requests

Partner or Program Code *

This is the drop down Course list

Launch Term *

(Examples: SP1, FEB14, PHASE3, etc.)

Course Title *

Please do not abbreviate.

Course Code *

Brief Description of Work *

Work Due Date *

top (same as other form)

Urgent?

Check here if this task is especially time-sensitive or critical and explain the situation in the next field.

Urgency Explanation

Fill in only if you've checked the Urgent box.

Requester Last Name *

Requester First Name *

Requester Email *

ISBN *

If this course is not in Wrike, please provide the ISBN. If it is in Wrike, the ISBN is already provided and appended to the time tracking tasks.

Login Instructions (If Necessary)

Username (If Necessary)

Password (If Necessary)

Course Launch Date *