Mainframe Open Education   
Reviewer Guide

Welcome to our Reviewer Quick Reference Guide. As a reviewer you are expected to visit the Mainframe Open Education site and check change requests that have been submitted. This guide will show you how to check and approve change requests. There is also a [video demonstration](https://drive.google.com/file/d/1shB0yPt4y5IMO-cTRTzbmzWZzJkVSHMV/view?usp=sharing) if you prefer.

Before you can become a reviewer, you need to [request to be part of the project](https://app.gitbook.com/invite/ZmMK2ZubCOohkSXPc7AH/E1sZNcw4cnhvp4xLt0QX). You can then request to be a reviewer by filling out this [nomination form](https://docs.google.com/spreadsheets/d/1r4gKiXyevov5wTAI3aWAuMeI6BElF1xAn9LoSwXhf-I/edit?usp=sharing).

Some guidelines to keep in mind when you are checking change requests:

* Focus on the sections that you have signed up to review and where you have expertise.
* Pay attention to the details, you will want to make sure that the information provided is accurate and complete.
* Be sure to use the “Diff View” button to see the exact changes in red and green.
* Remember to use the “Preview” button to see what the changes will look like on the live site before submitting them.
* When reviewing change requests you can manually make changes if you see a mistake, or you can add a comment to the request and let the original submitter respond or address the issue.
* At times change requests that have been pending for a while will be out of sync with changes on the live site. You will see an alert come up and an option to update the request. Choose to update, and then you can proceed.

Once you are approved as a reviewer you access the Mainframe Open Education GitBook site by signing in to [Gitbook](https://www.gitbook.com/).

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To view pending change requests use the “Change Requests” link at the upper left top of the menu.

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When you click that link a sidebar will open on the right side of the page. In this sidebar you will see categories for Follow up, In Review, Draft, Merged and Archived. Of these options you will be focused on In Review.

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Click on the “In Review” tab and the pending Change Requests will appear.

In the preview you can see the information about the change request, including who submitted it, when it was submitted, how many changes there are and if there are any comments.

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When you click on the change request you will see a new menu at the top of the page. It will show the change request number, and you will see a “Diff View” button, a “Preview” button, and a “Merge” button.

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The comment icon shows any comments related to the change request. You can click on it, and it brings up a comment panel on the right hand side. In this panel you can see any comments made about the request.

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As shown above you can toggle the “Diff View” button (1) to locate where the changes are on the site. When the button is “on” an icon will appear in the navigation to indicate the section the change is in (2). You can then drill down to the page the content is on (3), and finally locate the content on the page to see the exact changes indicated in red and green (4). Green is the new content and red is the original content.

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At the top of the page on the right-hand side is the “Preview” button. This allows you to see a preview of how the changes would look and behave on the live site. You will want to use this before merging the changes to ensure it will appear and work as expected.

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Your last step will be to click on the “Merge” button. This will accept the change and make it live on the site.

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Once you have click the “Merge” button your menu at the top of the page will revert back to its original state (1), and you will see a confirmation message appear at the bottom of the page (2). This will complete the change request and you can move on to a new one.