Reviewing Student Experiences

The **Experience Reviews** page is your queue for experiences that students report on their own to meet a requirement. Review each one and approve or deny it. Your decision is saved with the experience, and the student can see the reason you give.

Security Note

You need the **Manage Curricula** role right to open Experience Reviews and to approve or deny experiences. The menu link appears with Read access, but loading the queue and saving a decision require Full access to Manage Curricula. If you only have Read access, you will see the link but the page will not load experiences.

What Students Submit

Some requirements ask students to submit an experience. When a student selects **Submit Experience** on one of these requirements, they fill in three fields. All three are required:

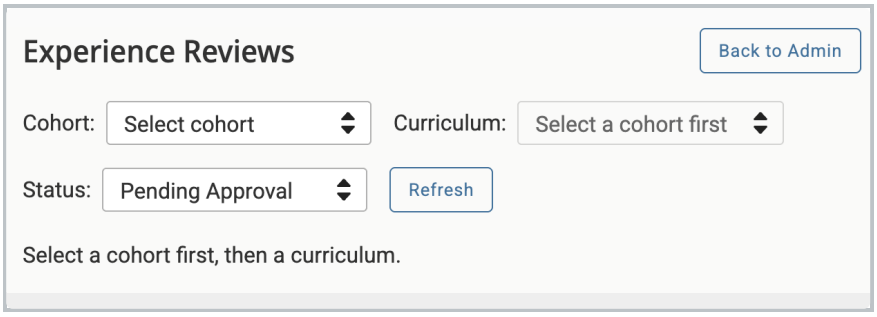
- **Title**
- **Description**
- **Experience Date**

After the student submits, they see "Your experience has been submitted for review." The experience then appears in your queue with the status **Pending Approval**.

Opening Experience Reviews

In the Connect25 left menu, select **Curricula > Experience Reviews**.

To return to the Curricula admin page, select **Back to Admin** at the top of the page.



Finding Experiences

The page does not list anything until you choose a cohort. Use these filters to narrow the queue:

- **Cohort** — Select a cohort from the list.
- **Curriculum** — After you choose a cohort, select a single curriculum, or leave **All Curricula** selected to see every curriculum in that cohort. This list is unavailable until you choose a cohort, and it resets to **All Curricula**

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whenever you change the cohort.

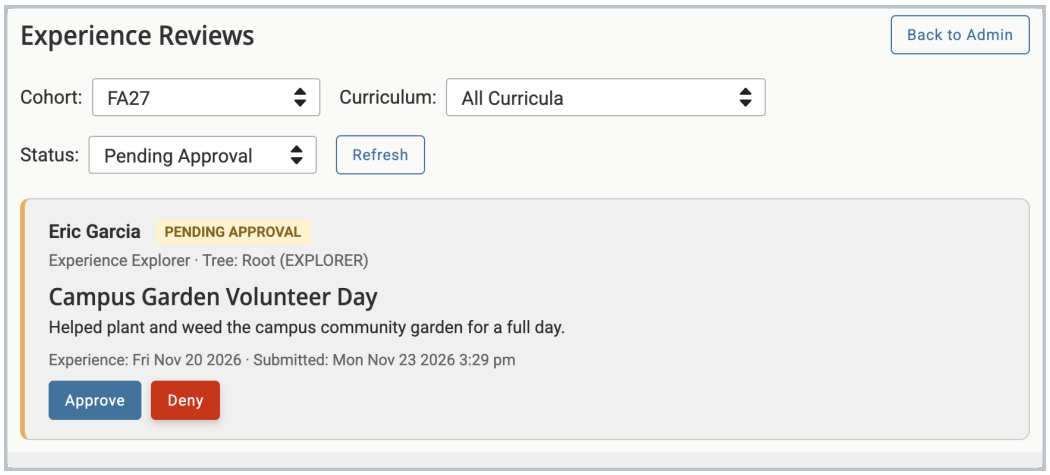
- **Status** — Choose which experiences to show. The page opens with **Pending Approval** selected, so you see only experiences that still need a decision.
  - **All** — Shows experiences in every status.
  - **Pending Approval** — Shows experiences that have been submitted and not yet reviewed.
  - **Approved** — Shows experiences that an administrator approved.
  - **Denied** — Shows experiences that an administrator denied.

Select **Refresh** to reload the list.

Reading an Experience

Each experience appears as a card. A colored bar on the left edge and a status label at the top show where it stands. The card shows:

- The student's name.
- The status: **Pending Approval**, **Approved**, or **Denied**.
- The curriculum and trail the experience was submitted under, and the requirement tree it counts toward (shown as "Tree:" with the tree name and code).
- The experience **Title** and **Description** the student entered.
- The experience date and the date and time the student submitted it. These use your own date and time format preferences.
- For an approved or denied experience, the reason you gave and the name of the person who reviewed it, when a reason was entered.



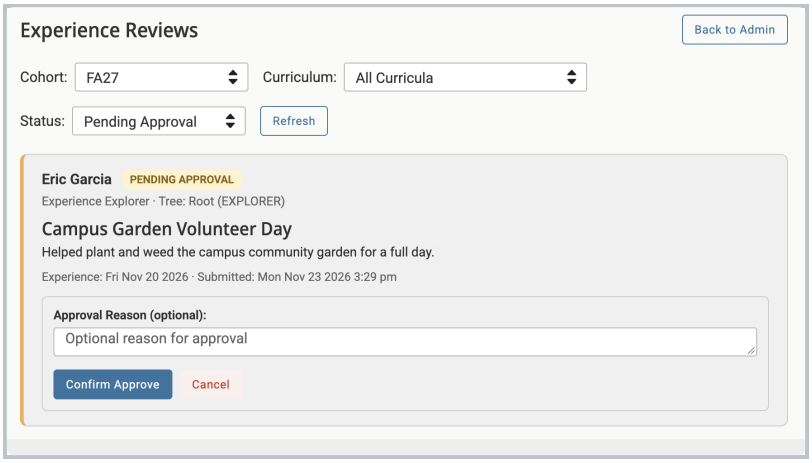
Approving an Experience

Only experiences with the status **Pending Approval** have review buttons.

1. On the experience card, select **Approve**.
2. Optionally, enter an **Approval Reason**. Note that the student can see the reason on their experience.

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3. Select **Confirm Approve**.



The experience is marked **Approved**, and your name is saved as the reviewer. Connect25 then re-checks the student's progress so the approval counts toward the requirement. Select **Cancel** to close the form without saving.

Denying an Experience

1. On the experience card, select **Deny**.
2. Enter a **Denial Reason**. Note that the student can see the reason on their experience. This field is required, and **Confirm Deny** stays unavailable until you enter text.
3. Select **Confirm Deny**.
4. When asked "Deny this experience from [student name]?", confirm to continue.

The experience is marked **Denied**, and your name is saved as the reviewer.

After You Decide

- Only one review form is open at a time. If you select **Approve** or **Deny** on a different card, the form moves to that card.
- Approved and denied experiences no longer show **Approve** or **Deny**. This page has no button to change a decision.
- If a decision cannot be saved, a message appears with the error. The experience stays in its current status.
- Students see the status of each experience, along with your approval or denial reason and your name, on their own experiences list.

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