PROGRAMS & OVERVIEW

Use this guide to keep track of the steps in each stage of the Byte building process. This guide references three platforms.

1. CLICKUP
   The project management tool used to track the status of each Byte from LO idea through to publishing.

2. RUMIE BYTE-GUIDE
   This is the comprehensive guide that includes authoring, learning objective, and publishing guidelines.

3. RUMIE-BUILD
   This is where you will add content to your Byte and publish for Rumie Review.
Use this guide to keep track of the steps in each stage of the Byte building process. **This guide references 4 main stages.**

1. **Author Learning Objectives**
2. **Build Your Byte**
3. **Peer Review**
4. **Revise & Publish**
1. AUTHOR LEARNING OBJECTIVES

1.1 CLICKUP
   Add your Learning Objective idea as a “New Task” under the appropriate topic.

1.2 RUMIE BYTE-GUIDE
   Check your idea against the Learning Objective Guidelines.

1.3 CLICKUP
   Change the status to “Objective for Peer Review”
1.4 CLICKUP & RUMIE BYTE-GUIDE

When a team member validates your objective against the guidelines, they change the status to “Ready to Build.”
2.1 **CLICKUP**
Make yourself the assignee.

2.2 **CLICK UP**
Set the due date for the end of the sprint.

2.3 **RUMIE-BUILD**
Create your Byte in Rumie-Build.
2.4 **CLICKUP**
Copy your Byte URL into the ClickUp Task.

2.5 **CLICKUP**
Change the status to “Build in Progress.”

2.6 **RUMIE-BYTE GUIDE**
Build your Byte in accordance with Rumie best practices.
3.1 **CLICKUP**

Change the status of your Byte to “Byte for Peer Review.”

3.2 **CLICKUP**

Check your individual dashboard for the Bytes you are assigned to peer review.
3.3 **RUMIE BYTE GUIDE, RUMIE-BUILD & CLICKUP**

Offer your peer review comments as 1 ClickUp comment and/or as comments directly in the Byte.

3.4 **CLICKUP**

After you share your comments, change the status to “Byte for Peer Review 2” (if you’re the first to review), or “Byte Revisions in Progress” if you’re the second to review.
4.1 **RUMIE-BUILD**
Revise based on the peer review comments.

4.2 **RUMIE-BUILD**
Publish your Byte in Rumie-Build. Choose a cover photo, retitle the Byte, and choose a difficulty level.
4.3 **CLICKUP**

Change the status to "Byte for Rumie Review."