

LMS USER GUIDE

COURSE RESTRICTIONS FOR SECTION ADMINISTRATORS

INFORMATION – This functionality allows a Section Administrator to place a number of restrictions on a course(s).

If your LMS has access to this functionality, then it will be available to:

Section Administrators

INSTRUCTIONS

1) Navigate to **Courses** using the following procedure

Dashboard → Courses

2) Search for the relevant course then select **View Course**

The screenshot shows the E-nable LMS interface. At the top, there is a navigation bar with 'Home', 'Manage Users', 'Help & Support', and 'Logout'. Below this is a breadcrumb trail: '>> Section Admin Dashboard >> Courses'. The main content area is titled 'Courses' and includes a search box with the text 'Search for multiple records by separating your search terms with commas in the box below.' Below the search box is a 'Find' button and a checkbox labeled 'Tick here to find partial matches'. A table of courses is displayed, with the following rows:

<input type="radio"/>	Department Monitor Functionality	E-learning
<input type="radio"/>	eQuals 408 Networking - portfolio Course	Portfolio Course
<input checked="" type="radio"/>	Getting the Most from E-nable	E-learning
<input type="radio"/>	Getting the Most from E-nable	In House Training
<input type="radio"/>	Highfield	External Course

At the bottom of the table, there are four buttons: 'New Offline Course', 'New Portfolio Course', 'New E-Learning Course', and 'View Course'. The 'View Course' button is highlighted with a red box. The footer of the page includes 'Contact Us', 'Accessibility', and 'Copyright © 1995-2011 Virtual College Group PLC | All Rights Reserved'.

3) Select Course Restrictions

The screenshot shows the E>nable LMS interface. At the top right, there is an 'Actions' menu with the following items: Preview Course, Preview Evaluation, **Course Restrictions** (highlighted in a red box and pointed to by a red arrow), Upload Evaluation Responses, Delete Course, and Edit Details. Below this, the main content area shows course details for 'Charlie' (Type: Portfolio Course, Provider: No Single Provider, Organisation: PABS Registered Organisation, Creation Date: 01-Aug-2014). On the right, there are 'Quicklinks' for 'Learners & Content' and 'Advanced' options. A second 'Actions' menu is visible at the bottom right, also with 'Course Restrictions' highlighted in a green box.

4) Use the drop down box to choose the relevant organisation or All Organisations

The screenshot shows the 'Course Restrictions' page in the E>nable LMS. The breadcrumb trail is 'Section Admin Dashboard >> Courses >> View Course >> Course Restrictions'. The page title is 'Course Restrictions for Getting the Most from E>nable'. A yellow box contains instructions: 'Enter new records by filling in the blank row, clear the organisation field and save to delete a record. If every permission is set to 'True' then the rule is having no effect and can be deleted. Information on what the fields mean can be seen by hovering over the drop downs.' Below this is a table with a red border around the 'Organisation' dropdown. The table has columns for various permissions and their current values.

Can Add Learners	Can View Active	Can View Completed	Print Certificates	Can Launch Material	Access Blocked Material Evaluations
True	True	True	True	True	False

Below the table is a 'Save' button. At the bottom, there are links for 'Contact Us' and 'Accessibility', and a copyright notice: 'Copyright © 1995-2011 Virtual College Group PLC | All Rights Reserved'.

5) Use the drop down boxes to set the restrictions required



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Home Manage Users Help & Support Logout
 >> Section Admin Dashboard >> Courses >> View Course >> Course Restrictions 22 February 2011

Course Restrictions for Process Flow

Enter new records by filling in the blank row, clear the organisation field and save to delete a record. If every permission is set to 'True' then the rule is having no effect and can be deleted. Information on what the fields mean can be seen by hovering over the drop downs.

Organisation					
-- All Organisations --					
Can Add Learners	Can View Active	Can View Completed	Print Certificates	Can Launch Material	Access Blocked Material Evaluations
True	True	True	True	True	True

Save

6) Select **Save**

7) Repeat steps 4 and 5 if other organisations should have access restricted



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Home Manage Users Help & Support Logout
 >> Section Admin Dashboard >> Courses >> View Course >> Course Restrictions 22 February 2011

Course Restrictions for Process Flow

Enter new records by filling in the blank row, clear the organisation field and save to delete a record. If every permission is set to 'True' then the rule is having no effect and can be deleted. Information on what the fields mean can be seen by hovering over the drop downs.

Organisation					
-- All Organisations --					
Can Add Learners	Can View Active	Can View Completed	Print Certificates	Can Launch Material	Access Blocked Material Evaluations
True	True	True	True	True	True

Organisation					
-- All Organisations --					
Can Add Learners	Can View Active	Can View Completed	Print Certificates	Can Launch Material	Access Blocked Material Evaluations
True	True	True	True	True	True

Save

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8) Use the breadcrumb trail to return to the dashboard when all restrictions have been set for the course

The screenshot shows the E-nable LMS interface. At the top left is the E-nable logo with the tagline "the complete LMS solution" and navigation links "Create", "Manage", and "Deliver". At the top right is the "Powered by VIRTUAL COLLEGE" logo. Below the logo is a blue navigation bar with links for "Home", "Manage Users", "Help & Support", and "Logout". A breadcrumb trail is displayed below the navigation bar: "> Section Admin Dashboard >> Courses >> View Course >> Course Restrictions". The date "27 January 2011" is shown in the top right corner.

This screenshot is similar to the one above, showing the E-nable LMS interface. The breadcrumb trail is ">> Section Admin Dashboard". The date "01 August 2014" is shown in the top right corner.

This screenshot shows the main content area of the E-nable LMS interface. On the left is a "Recently Viewed Items" section with a "Help" link. It lists several items with "View" links: "View Course: Charlie", "View Group: Group 1", "View Group: Group 3", "View Group: Group 2", "View Project: Charlie Port 2", "View Module: Charlie Port 3", "View Module: Charlie Port 1", and "View User: Paul Acres1". On the right is a "Quicklinks" section with three categories: "Users", "Courses & Modules", and "Marking". Each category contains a list of links with a right-pointing triangle icon. The "Users" category includes links for Users, Groups, Training Events, Skills Matrix, Existing Skills Matrix, Record SOP Session, Personal Development, Pending Certificates, and My Profile. The "Courses & Modules" category includes links for Courses, My Courses, Historical Courses, Modules, Projects, Providers, Evaluations, Grading Systems, and Course Explorer. The "Marking" category includes links for Short Answer Submissions, Portfolio Submissions, Portfolios, Observations, and Alter Submission. Below the "Marking" section is a "System" category with links for Organisations, View Dashboard Reports, Administer Dashboard Reports, Notifications, Scheduled Messages, Status Rules, Section Details, Competency Structures, Job Skills, Job Roles, Endorsements, Business Objectives, Categories, Message Templates, and Reminder Emails.