

LMS USER GUIDE

COURSE PHASES

INFORMATION – Course Phases is a way for the section administrator to restrict access to the modules of a course according to the current date, learner status or actions taken by the administrator.

When to Use Course Phases

In some cases a course can be separated into distinct phases. For example an online course might run over a period of weeks and have an offline component - such as a face to face workshop. Several of the units should be available immediately, while other units should only be accessible to the learner after the workshop has taken place. This suggests the course has two phases, a pre-workshop phase and post-workshop phase.

A phase might be denoted by something outside of the LMS, e.g. an offline workshop

In the above example two phases would be set up - the pre-workshop phase in which all but the first 'Introduction' module would be disabled, and the post-workshop phase (set to be triggered on a certain date) in which the remaining modules become available.

Normal type here

SETTING UP A COURSE PHASE

1) Navigate to Courses using the relevant procedure for your level of access as shown below

Section Admin Procedure

Section Admin Dashboard>Courses

2) From the Dashboard Select the **Courses** quicklink

3) Select the course you require

4) Click the **Phases** quicklink

The screenshot shows the E-nable LMS interface. At the top, there's a navigation bar with 'Home', 'Manage Users', 'Help & Support', and 'Logout'. Below this is a breadcrumb trail: '>> Section Admin Dashboard >> Courses >> View Course'. The main content area is divided into several sections. On the left, there's a course overview for 'Charlie' (Type: Portfolio Course, Provider: No Single Provider, Organisation: PABS Registered Organisation, Manager: PABS Registered Organisation, Creation Date: 01-Aug-2014). On the right, there's a 'Quicklinks' section with 'Learners & Content' (Add Learners, Add New Module, Add Existing Module(s), Manage Super Quiz) and 'Advanced' (Business Objectives, Phases, Certificate, New SOP Issue, Unsatisfiable Criteria). Below this is an 'Actions' section (Preview Course, Preview Evaluation, Course Restrictions, Upload Evaluation Responses, Delete Course, Edit Details). At the bottom, there's a 'Module Summary' table and a 'Group Summary' table. A large red arrow points from the 'Phases' quicklink in the 'Advanced' section to the 'Phases' quicklink in the 'Advanced' section.

Title	Provider	Activities	Action
Charlie Port 1		1	View >>
Charlie Port 3		1	View >>
Charlie Port 2		1	View >>

Group Name
Charlie
Group 2
Group 3
Group 1

Evaluation Summary
There are no items to display.

Training Event Summary
There are currently no events associated with this course.

- 5) From the Course Phases page select **New Phase**.

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>> [Section Admin Dashboard](#) >> [Courses](#) >> [View Course](#) >> [Course Phases](#) 01 August 2014

Course Phases

Go directly to a record

Search for multiple records by separating your search terms with commas in the box below.

Phase :

☒ Tick here to find partial matches

Phase ↓	Modules ↓	Details ↓
There are no items to display in this list		

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- 6) You need to create the **Initial phase**

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>> [Section Admin Dashboard](#) >> [Courses](#) >> [View Course](#) >> [Course Phases](#) >> [View Phase](#)

View Phase

Phase Name
Give a name to identify the phase, e.g. "Induction"
 Enter a Title

Modules
Select the modules to enable or disable for the learner in this phase

Title ↓
<input type="checkbox"/> Department Monitor Functionality
<input checked="" type="checkbox"/> Learner Manager Functionality Select the module to enable or disable for the learner in this phase

New modules should not be added to a phase which has been manually triggered

Start Type
Select when this phase will start

☒ Starts when the course is allocated

☐ Start based on the status of a previous module

☐ Starts on a given date

☐ An administrator will trigger the start of this phase

Select when the phase will start

Lock Type
Select how the phase locks modules


☐ Enabled during this phase

☒ **Inaccessible during this phase** Select how the phase locks the module

☐ Prevent submissions during this phase

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7) In this case the Learner can only access the **Learner Manage Functionality Module** after completing the Departmental Monitor Functionality Module



the complete LMS solution

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Home

Manage Users

Help & Support

Logout

>> Section Admin Dashboard >> Courses >> View Course >> Course Phases >> View Phase

09 November 2010

View Phase

Phase Name

Give a name to identify the phase, e.g. "Induction"

Second Phase

Modules

Select the modules to enable or disable for the learner in this phase

Title ↓

☐ Department Monitor Functionality
 ☒ Learner Manager Functionality

New modules should not be added to a phase which has been manually triggered

Start Type

Select when this phase will start

☐ Starts when the course is allocated
 ☒ Start based on the status of a previous module
 ☐ Starts on a given date
 ☐ An administrator will trigger the start of this phase

Previous Module

Select the module and status that will trigger the start of this phase

Department Monitor Functionality

competent

Lock Type

Select how the phase locks modules

☒ Enabled during this phase
 ☐ Inaccessible during this phase
 ☐ Prevent submissions during this phase

Save

Cancel

In this phase the learner can only access the Learner Manager module after completing the Department Monitor Functionality module

→

→

→

→

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8) In this example the module can only be accessed after a specified date

Starts when the course is allocated

Start based on the status of a previous module

Starts on a given date

An administrator will trigger the start of this phase

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the complete LMS solution

Create ▶ Manage ▶ Deliver

Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Courses >> View Course >> Course Phases >> View Phase

09 November 2010

View Phase

Phase Name
Give a name to identify the phase, e.g. "Induction"

Second Phase

Modules
Select the modules to enable or disable for the learner in this phase

Title 1

☐ Department Monitor Functionality

☒ Learner Manager Functionality

New modules should not be added to a phase which has been manually triggered

Start Type
Select when this phase will start

Select Date
Select the date when the phase begins

November 2010

Mon	Tue	Wed	Thu	Fri	Sat	Sun
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Lock Type
Select how the phase locks modules

☒ Enabled during this phase

☐ Inaccessible during this phase

☐ Prevent submissions during this phase

Select a start date

9) The administrator wishes to Trigger the phase in this case

- ☐ Starts when the course is allocated
- ☐ Start based on the status of a previous module
- ☐ Starts on a given date
- ☒ An administrator will trigger the start of this phase



Home Manage Users Help & Support Logout

> Section Admin Dashboard >> Courses >> View Course >> Course Phases >> View Phase 10 November 2010

View Phase

Phase Name
Give a name to identify the phase, e.g. "Induction"

Second Phase

Modules
Select the modules to enable or disable for the learner in this phase

Title
<input type="checkbox"/> Department Monitor Functionality
<input checked="" type="checkbox"/> Learner Manager Functionality

New modules should not be added to a phase which has been manually triggered

Start Type
Select when this phase will start

- ☐ Starts when the course is allocated
- ☐ Start based on the status of a previous module
- ☐ Starts on a given date
- ☒ An administrator will trigger the start of this phase

Lock Type
Select how the phase locks modules

- ☒ Enabled during this phase
- ☐ Inaccessible during this phase
- ☐ Prevent submissions during this phase

Save Cancel

10) In this example the administrator is triggering the phase for groups of Learners

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Home Manage Users Help & Support Logout

>> [Section Admin Dashboard](#) >> [Courses](#) >> [View Course](#) >> [Course Phases](#) >> [Trigger Course Phase](#) 09 November 2010

Trigger Course Phase

Users from the filter below will be limited to those studying the course.

Trigger For
How should this phase be triggered

☒ Trigger on a filter
Trigger the phase for a group of learners described by a user filter

☐ Trigger on a single user
Trigger the phase for a single user

Trigger For Filter
Who should be moved to this phase?

None / Unknown
None / Unknown
PAB Enable Demonstration All Users
PAB Enable Demonstration Learners on PAB - Computing
All Users
All Users + 1
All Users + 1
's PAB Enable Demonstration Learners on in
's All Users on in + 1
Individuals: 1 Users (paulacres, ...)
Individuals: 3 Users (tomjones1, isbel5isbel3, ...)
's PAB Enable Demonstration All Users on in
Multifilter

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[New Filter](#) [View Filter](#)

[Trigger](#) [Cancel](#)

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The administrator can trigger the phase for a group of learners using a new or existing filter

Users from the filter below will be limited to those studying the course.

Trigger For

How should this phase be triggered

- ☐ Trigger on a filter
Trigger the phase for a group of learners described by a user filter
- ☒ Trigger on a single user
Trigger the phase for a single user

The administrator can trigger the phase for a single user

Trigger For a Single User

Who should be moved to this phase?

Go directly to a user

You can search for a list of users by separating their names with commas [more](#).

User ID : paulacres

Find

☒ Partial Matches ☐ Sounds Like ☐ Exact Match

Search for the relevant user

Or select a department or organisation

☒ View Active Users ☐ View Expired Users

0 records

New Filter

View Filter

Trigger For a Single User

Who should be moved to this phase?

Go directly to a user

You can search for a list of users by separating their names with commas [more](#).

User ID : paulacres

Find

☒ Partial Matches ☐ Sounds Like ☐ Exact Match

Or select a department or organisation

User Type

<input type="radio"/>	Paul	Acres	LS298DD	paulacres2	Learner
<input type="radio"/>	Paul	Acres3	LS298DD	paulacres3	Learner
<input type="radio"/>	paul	acres4	LS298DD	paulacres4	Learner
<input checked="" type="radio"/>	Paul	Butler	LS298DD	paulacres16	Learner
<input type="radio"/>	Paul	Acres18	LS298DD	paulacres18	Learner

Select the relevant user and click Trigger

☒ View Active Users ☐ View Expired Users

6 records

New Filter

View Filter

Trigger

Cancel

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Overall Progress: 0%

Course Description:

N/A

Course Status

Status:

Active

Last Location:

[Not Started](#)

Total Time Spent:

00 mins

Total Time Allowed:

N/A

Deadline:

N/A

Preferences

Audio

On ☒ Off ☐

Text

On ☒ Off ☐

Course Breakdown

Department Monitor Functionality

Title	Status	Last Accessed	Time Taken	Action
Department Monitor	Not Attempted	N/A	N/A	Start >>

1 Activity Learner Manager Functionality

Title	Status	Last Accessed	Time Taken	Action
Learner Manager Functionality	Unavailable	N/A	N/A	Locked[+]

1 Activity [Contact Us](#)

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This is what the learner would see on the Course View page. The second module is not available until the phase criteria have been met i.e. **previous module status/Date/Administrator triggered**