## 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

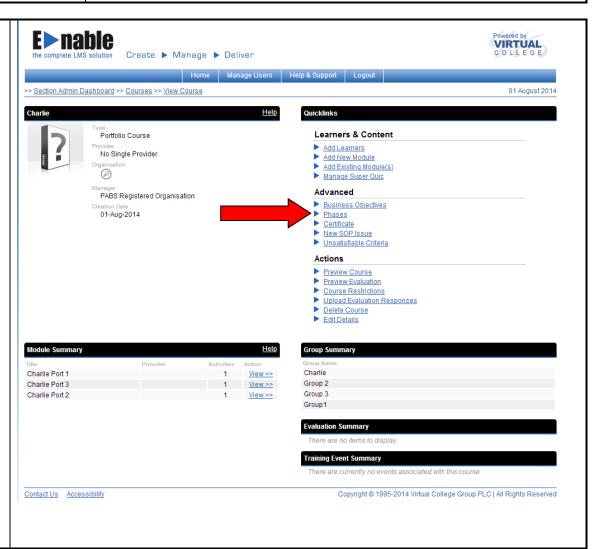
## SETTING UP A COURSE PHASE

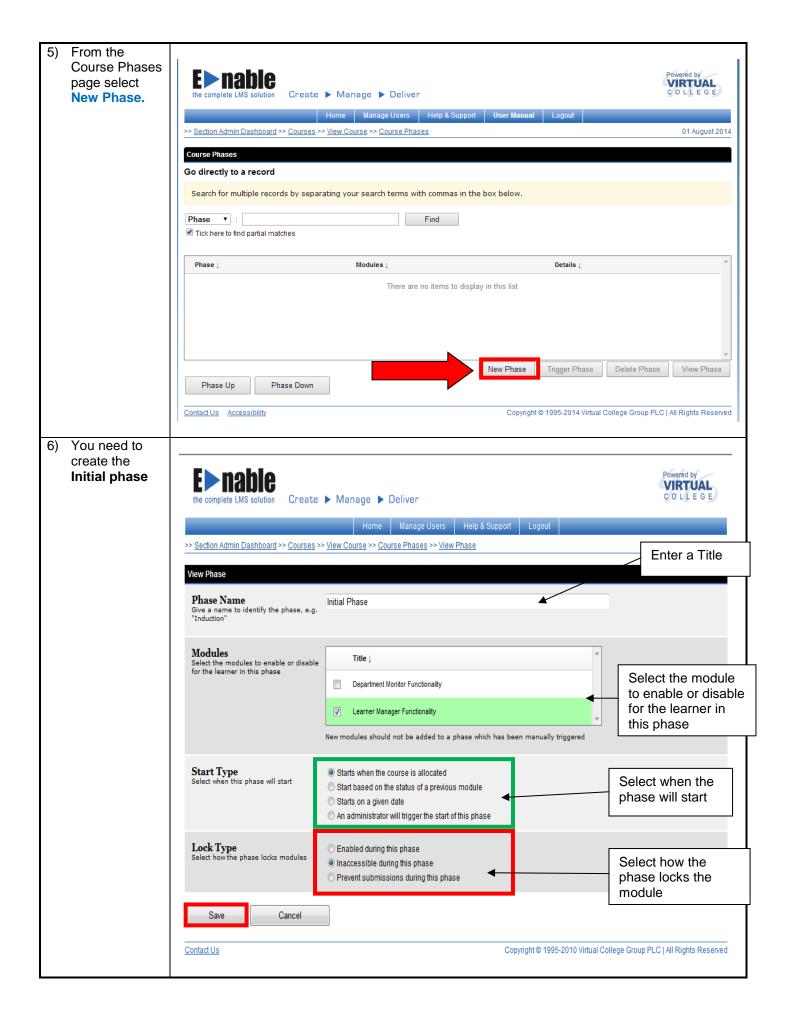
1) Navigate to Courses using the relevant procedure for your level of access as shown below

**Section Admin Procedure** 

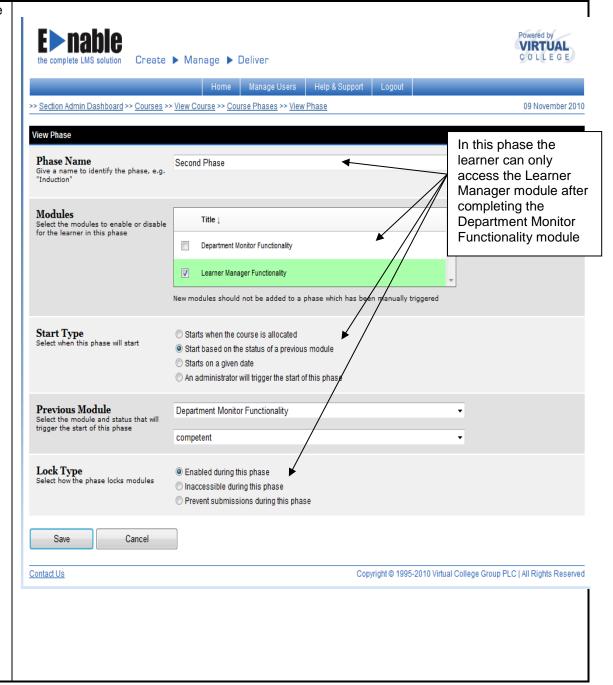
Section Admin Dashboard>Courses

- 2) From the Dashboard Select the Courses quicklink
- Select the course you require
- 4) Click the Phases quicklink

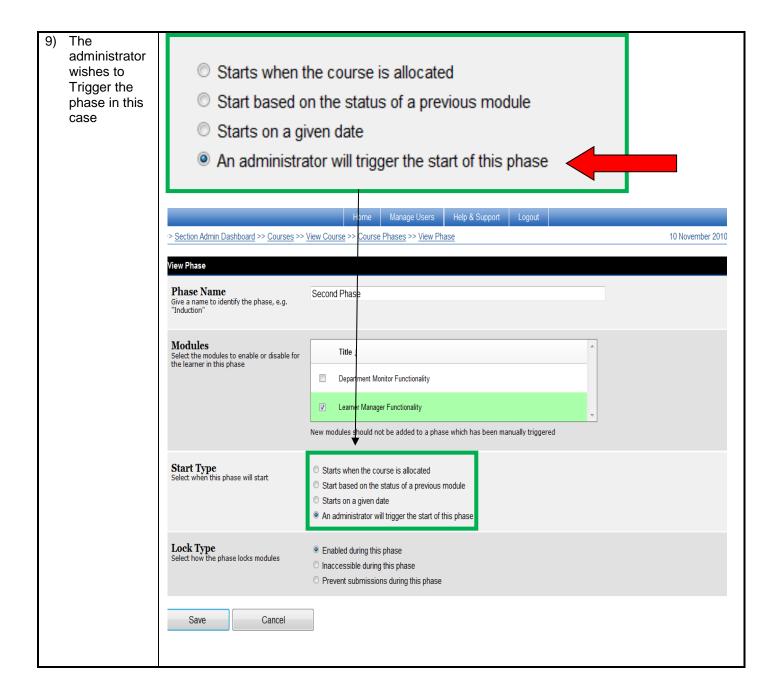




7) In this case the Learner can only access the Learner Manage Functionality Module after completing the Departmental Monitor Functionality Module



In this example the Starts when the course is allocated module can Start based on the status of a previous module only be accessed Starts on a given date after a An administrator will trigger the start of this phase specified date **E**>nable VIRTUAL Create ▶ Manage ▶ Deliver Manage Users Help & Support Logout >> <u>Section Admin Dashboard</u> >> <u>Courses</u> >> <u>View Course</u> >> <u>Course Phases</u> >> <u>View Phase</u> 09 November 2010 View Phase Phase Name
Give a name to identify the phase, e.g.
"Induction" 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 O Start based on the status of a previous module Starts on a given date An administrator will trigger the start of this phase Select Date Select the date when the phase begins November 2010 Mon Tue Wed Thu Fri Sat Sun <u>2</u> <u>3</u> <u>4</u> <u>5</u> <u>6</u> 1 Select a start date 9 10 11 12 13 14 <u>16 17 18 19 20 21</u> 22 <u>23 24 25 26 27 28</u> Lock Type
Select how the phase locks modules Enabled during this phase naccessible during this phase Prevent submissions during this phase



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

