

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, it says 'E-nable the complete LMS solution' and 'Powered by VIRTUAL COLLEGE'. The navigation bar includes 'Home', 'Manage Users', 'Help & Support', and 'Logout'. The breadcrumb trail is '>> Section Admin Dashboard >> Courses >> View Course' and the date is '01 August 2014'. The main content area is for a course named 'Charlie'. It shows details like 'Type: Portfolio Course', 'Provider: No Single Provider', 'Organisation', 'Manager: PABS Registered Organisation', and 'Creation Date: 01-Aug-2014'. A red arrow points to the 'Phases' quicklink in the 'Advanced' section. Other sections include 'Learners & Content', 'Actions', 'Module Summary', 'Group Summary', 'Evaluation Summary', and 'Training Event Summary'. The footer contains 'Contact Us', 'Accessibility', and 'Copyright © 1995-2014 Virtual College Group PLC | All Rights Reserved'.

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

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

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

E-nable
the complete LMS solution Create ▶ Manage ▶ Deliver

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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 ↓
<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

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

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

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

enable
the complete LMS solution Create ▶ Manage ▶ Deliver

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>> [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 ↓
<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

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

Select a start date ←

Lock Type
Select how the phase locks modules

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

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



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> 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

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

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

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

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

Trigger [Cancel](#)

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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

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**

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