

COURSE DESIGN AND RESTRICT ACCESS

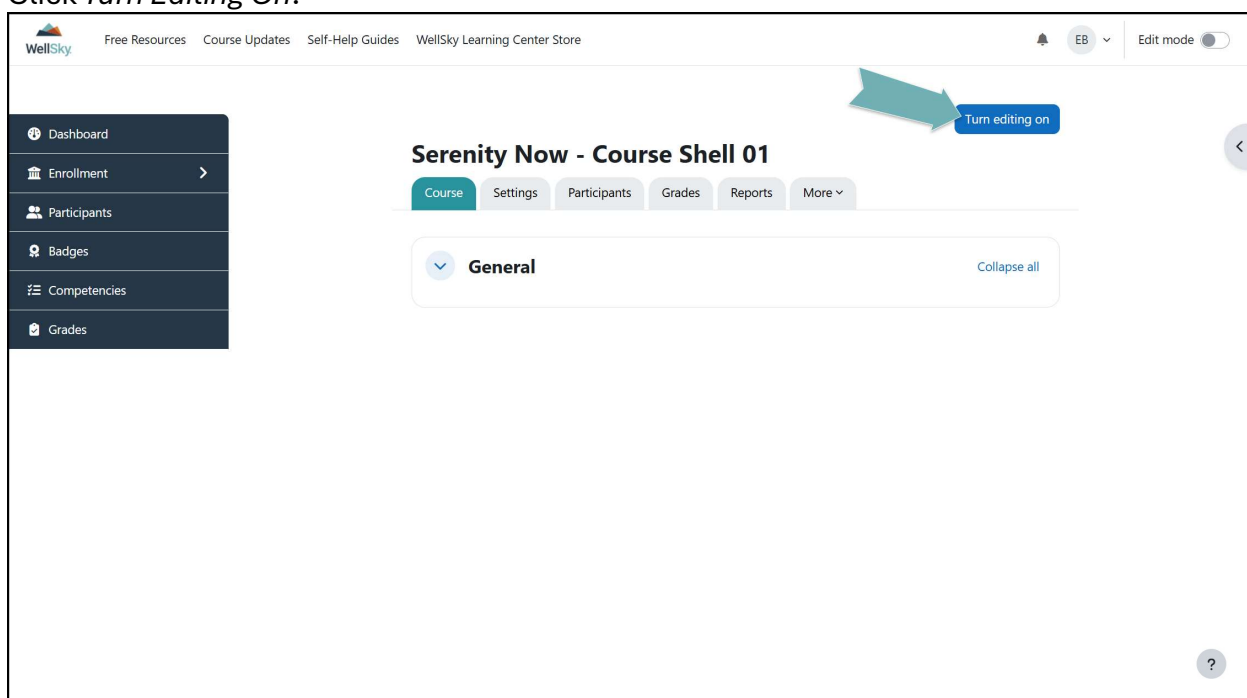
This handout will provide instruction on how to design your courses when building them. It will also show you how to set the *Restrict Access* feature on your course resources and activities.

Course Design

When a course shell is first released to you, it will be prepopulated with a section titled *General*. While many clients populate this section with resources and/or activities, the purpose of this section is to provide a central place for important course information that Users should see first, such as the syllabus, course overview, announcements, and important links. It serves as a high-visibility, fixed header for content that applies to the entire course, ensuring Users see it immediately upon entering.

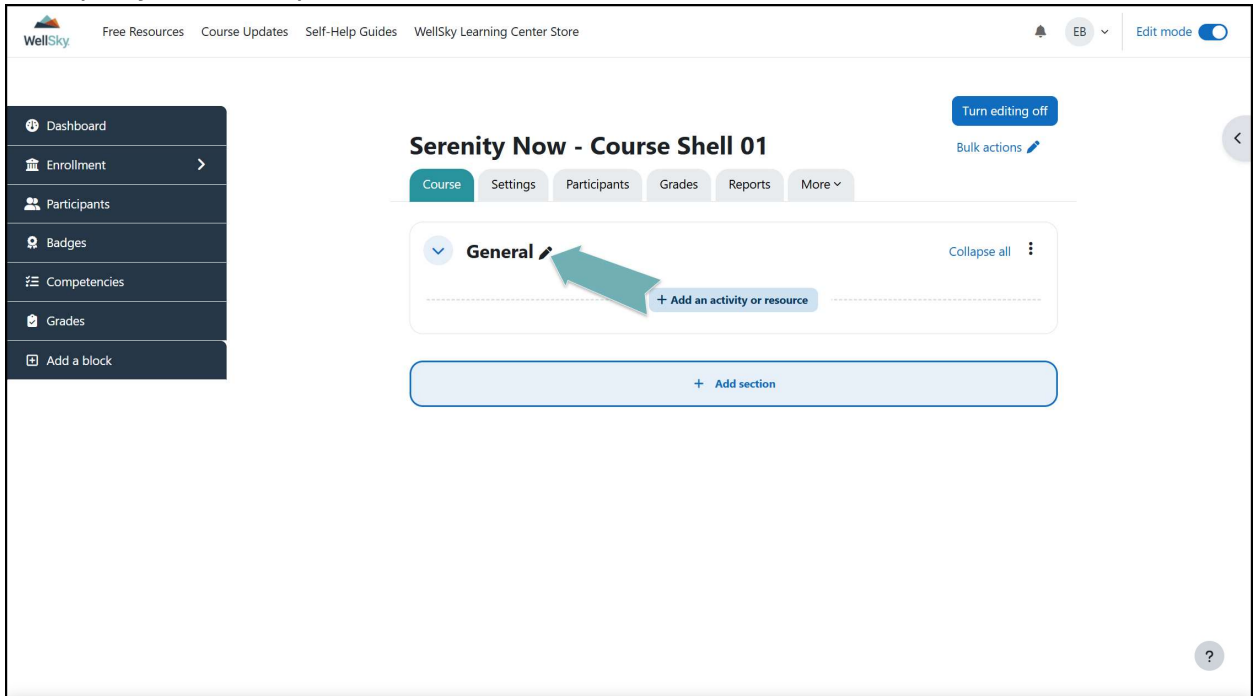
Follow the steps below to edit this section.

1. Click *Turn Editing On*.

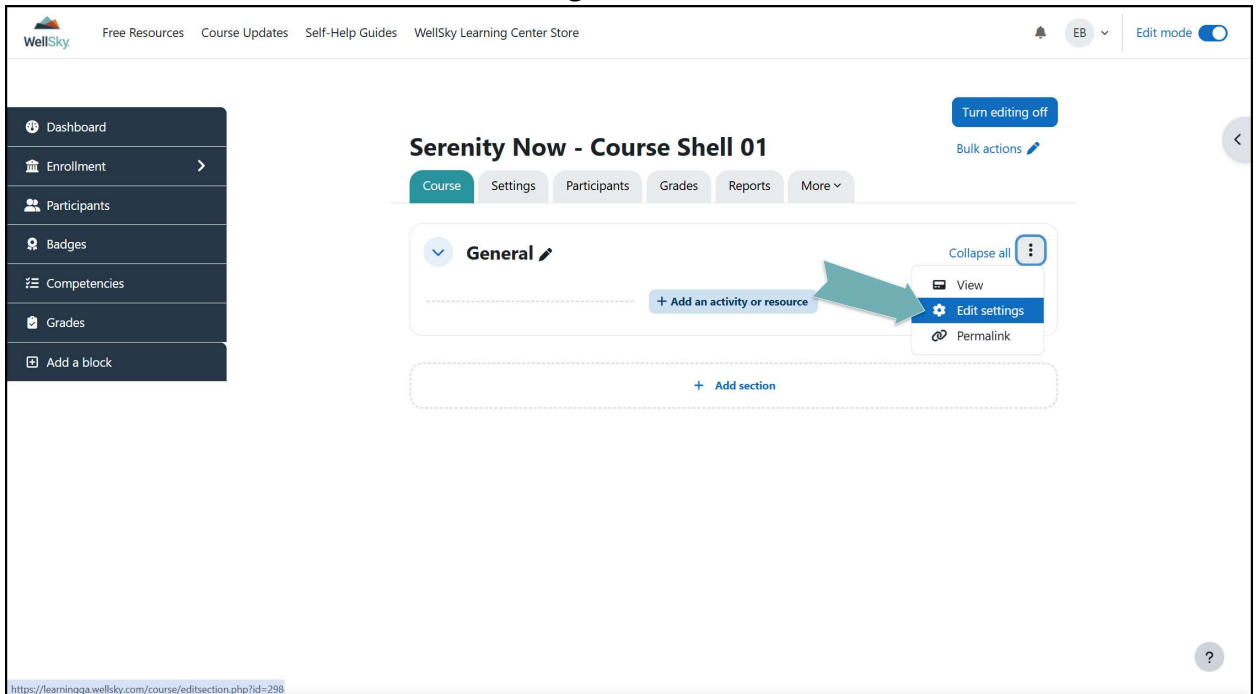


The screenshot displays the WellSky course shell interface for "Serenity Now - Course Shell 01". The top navigation bar includes links for "Free Resources", "Course Updates", "Self-Help Guides", and "WellSky Learning Center Store", along with a user profile "EB" and an "Edit mode" toggle. A left-hand navigation menu lists "Dashboard", "Enrollment", "Participants", "Badges", "Competencies", and "Grades". The main content area features tabs for "Course", "Settings", "Participants", "Grades", "Reports", and "More". A "Turn editing on" button is highlighted with a teal arrow, indicating the step to click. Below the tabs, a "General" section is visible with a "Collapse all" link.

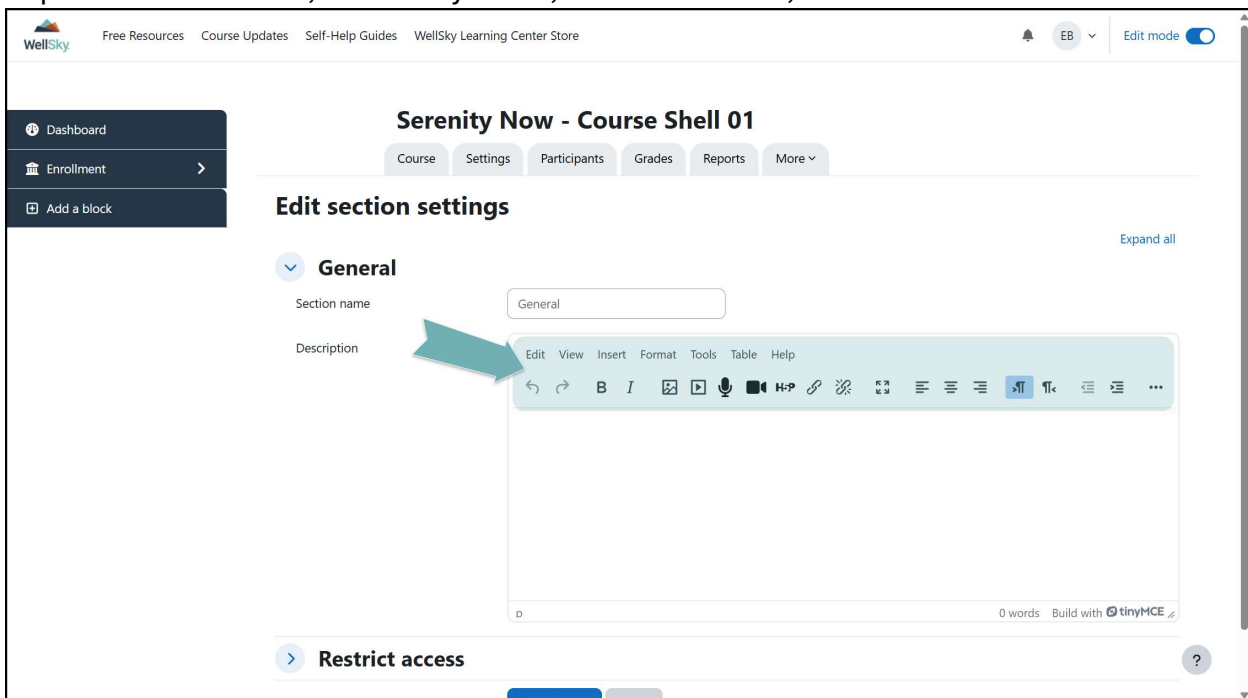
- If you would like, click the pencil icon to change the title of the *General* section. For example, you could update this title to *Course Information* or *Course Instructions*.



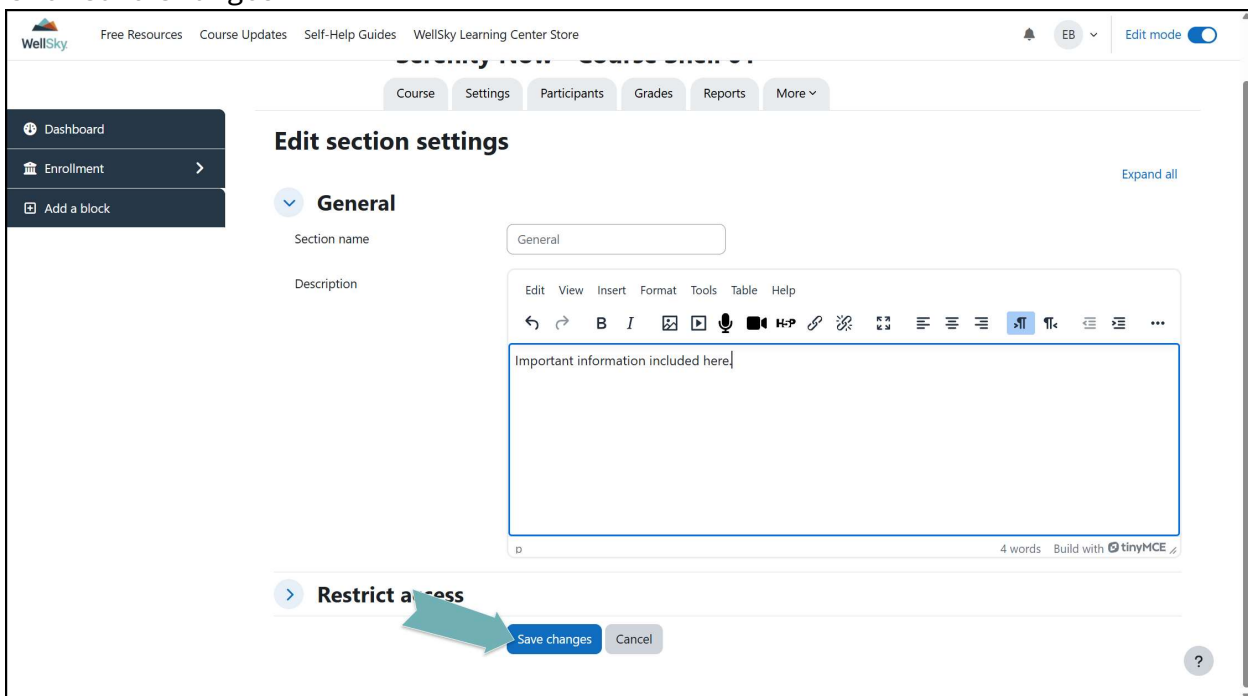
- Click the three dots and select *Edit Settings*.



- 4. In the *Description* field, use the WYSIWYG editor to enter images, links, and important information, such as syllabus, course overview, and announcements.



- 5. Click *Save Changes*.

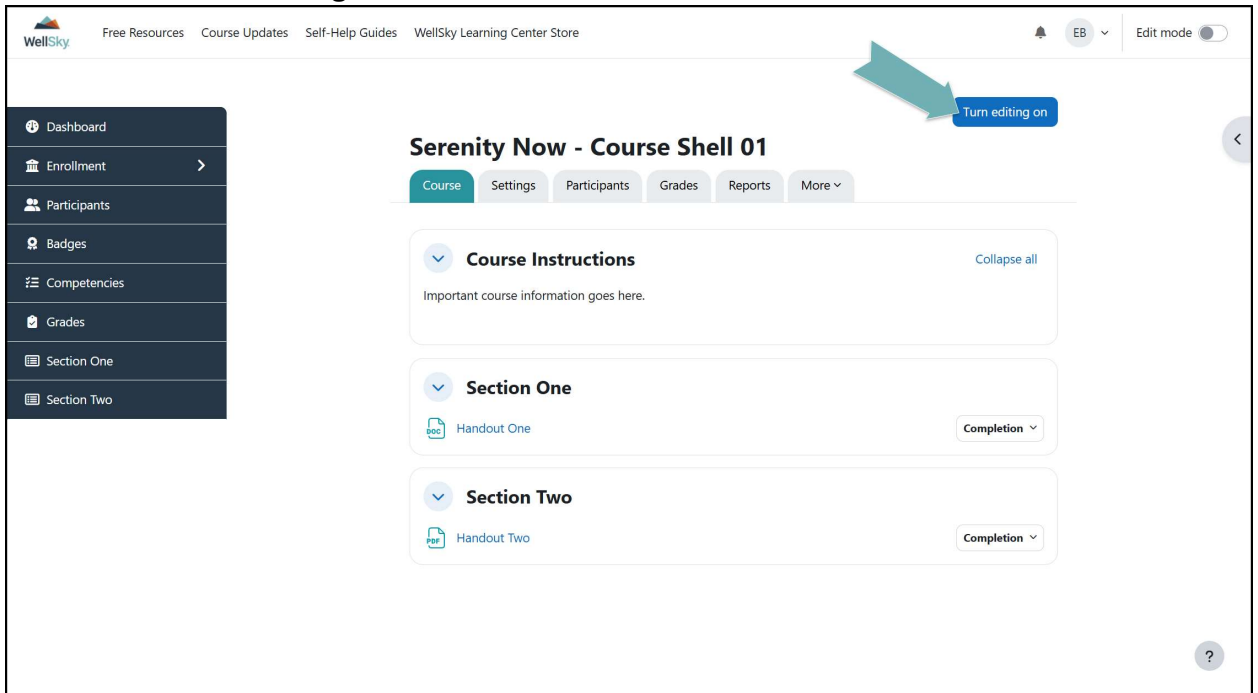


Restrict Access

Restrict Access enables the creation of sequential resources and/or activities by requiring Users to complete one before accessing the next, or by releasing content based on factors like date, grade, group, or User profile. This tool can be used to force your Users to complete the course resources and activities in a particular order. While there are many different restrictions that can be added to a course resource and/or activity, this handout is only going to cover the *Activity Completion* option.

Once all your course resources and activities have been added, follow the steps below to restrict access.

1. Make sure course editing is turned on.



The screenshot displays the WellSky course management interface for 'Serenity Now - Course Shell 01'. The top navigation bar includes 'Free Resources', 'Course Updates', 'Self-Help Guides', and 'WellSky Learning Center Store'. A teal arrow points to the 'Turn editing on' button in the top right corner. The left sidebar contains navigation options: Dashboard, Enrollment, Participants, Badges, Competencies, Grades, Section One, and Section Two. The main content area shows the course structure with sections and handouts, each with a 'Completion' dropdown menu.

WellSky Free Resources Course Updates Self-Help Guides WellSky Learning Center Store

EB Edit mode

Turn editing on

Serenity Now - Course Shell 01

Course Settings Participants Grades Reports More

Course Instructions Collapse all
Important course information goes here.

Section One
Handout One Completion

Section Two
Handout Two Completion

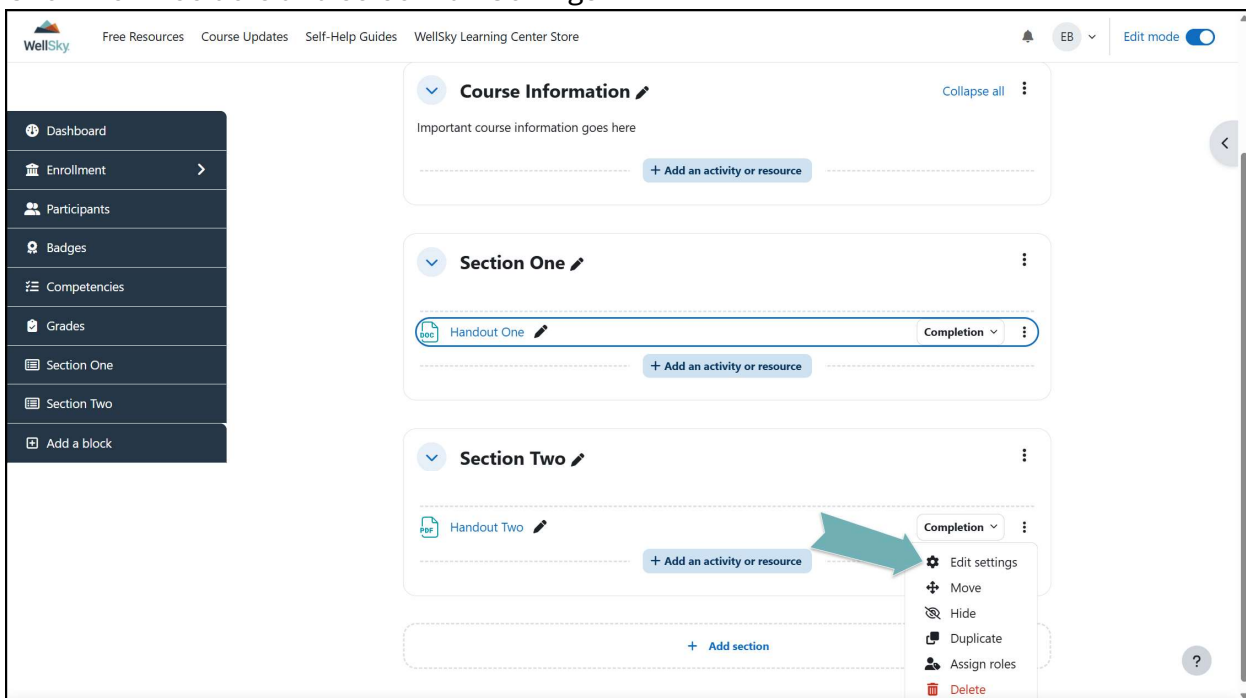
?

- Depending upon how your course is set up, you can add the restriction to an additional section or the resources and/or activities. This is a choice you will need to make before moving forward with this edit.

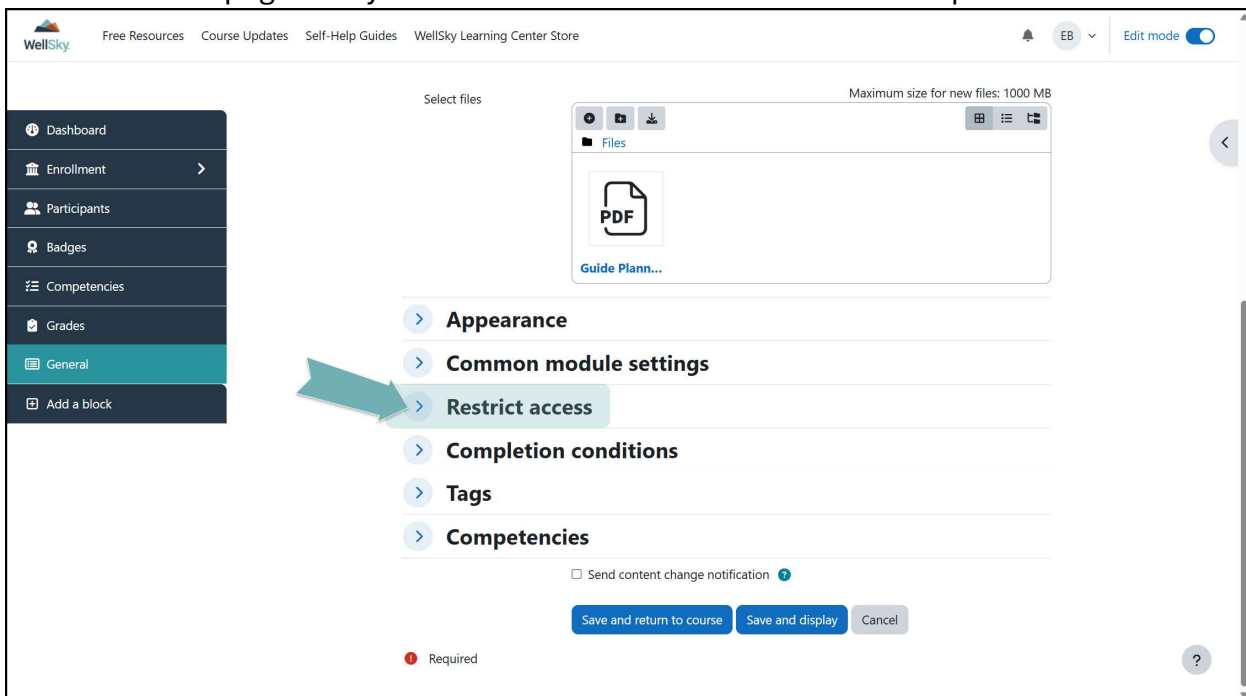


Avoid adding restrictions to the first section/resource/activity. Your Users should be able to access this item with no trouble. Ideally, restrictions should begin with the course’s second section/resource/activity.

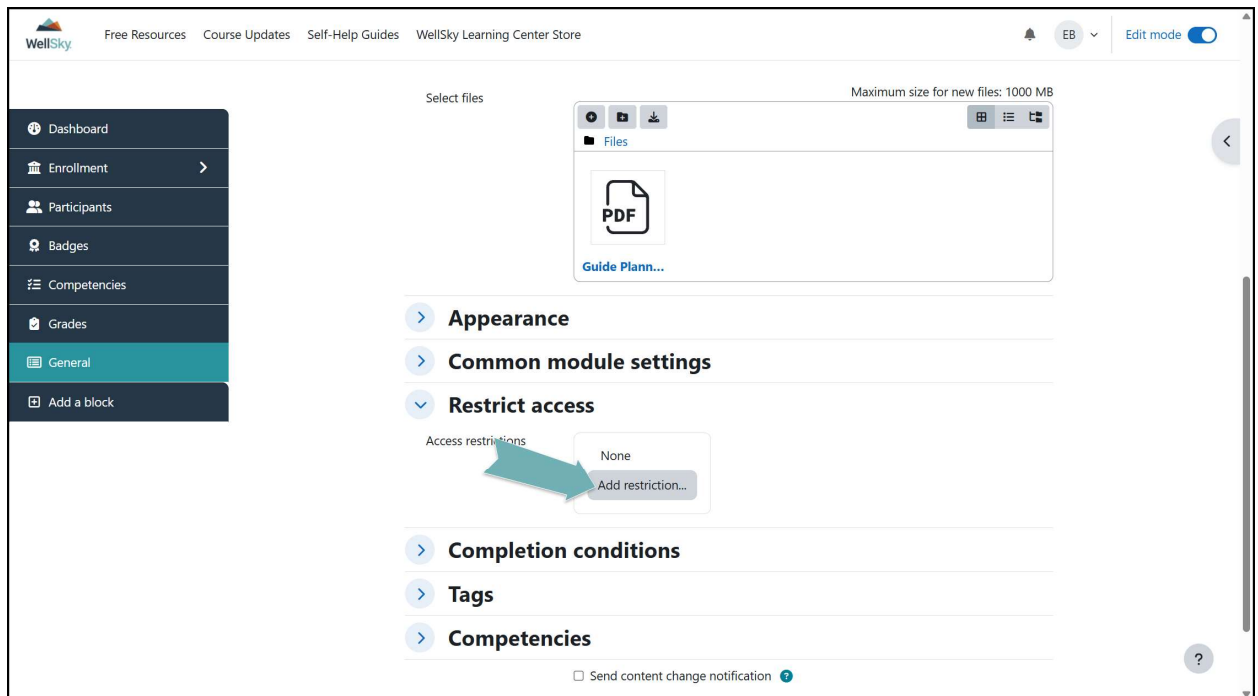
3. Click the three dots and select *Edit Settings*.



4. Scroll down the page until you find the *Restrict Access* section and expand it.



5. Click *Add Restriction*.




6. Select *Activity Completion*.

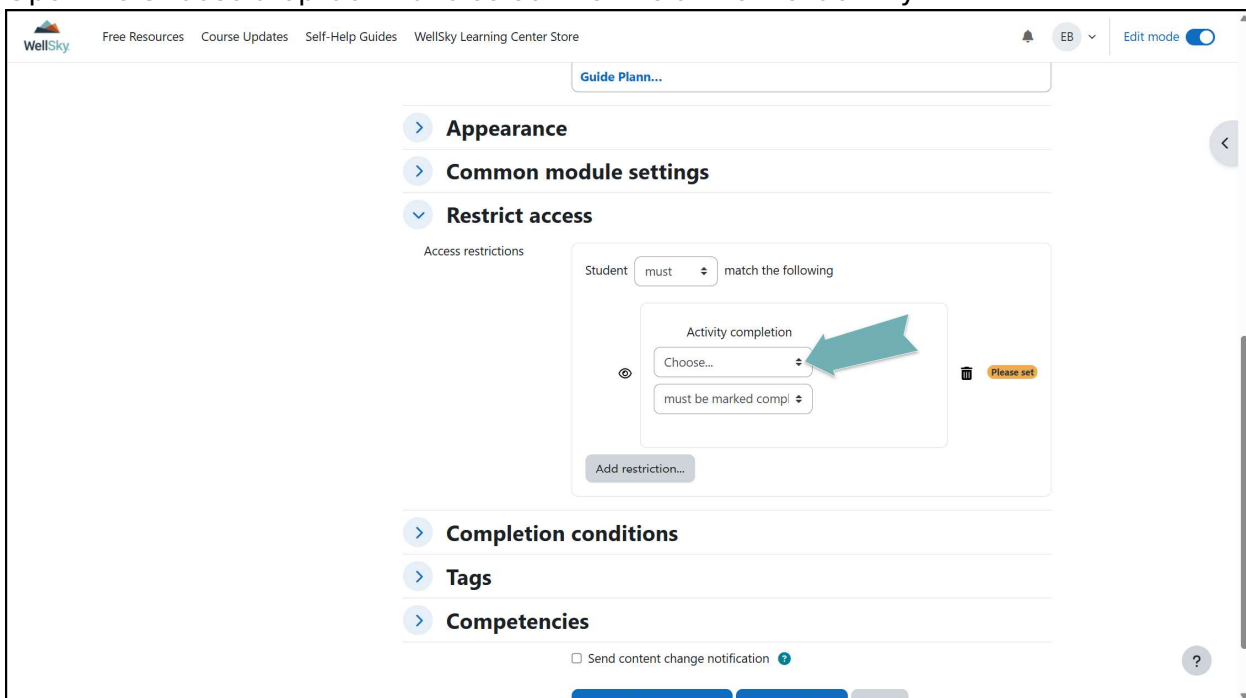
Add restriction...

Activity completion	Require students to complete (or not complete) another activity.
Date	Prevent access until (or from) a specified date and time.
Grade	Require students to achieve a specified grade.
User profile	Control access based on fields within the student's profile.
Restriction set	Add a set of nested restrictions to apply complex logic.

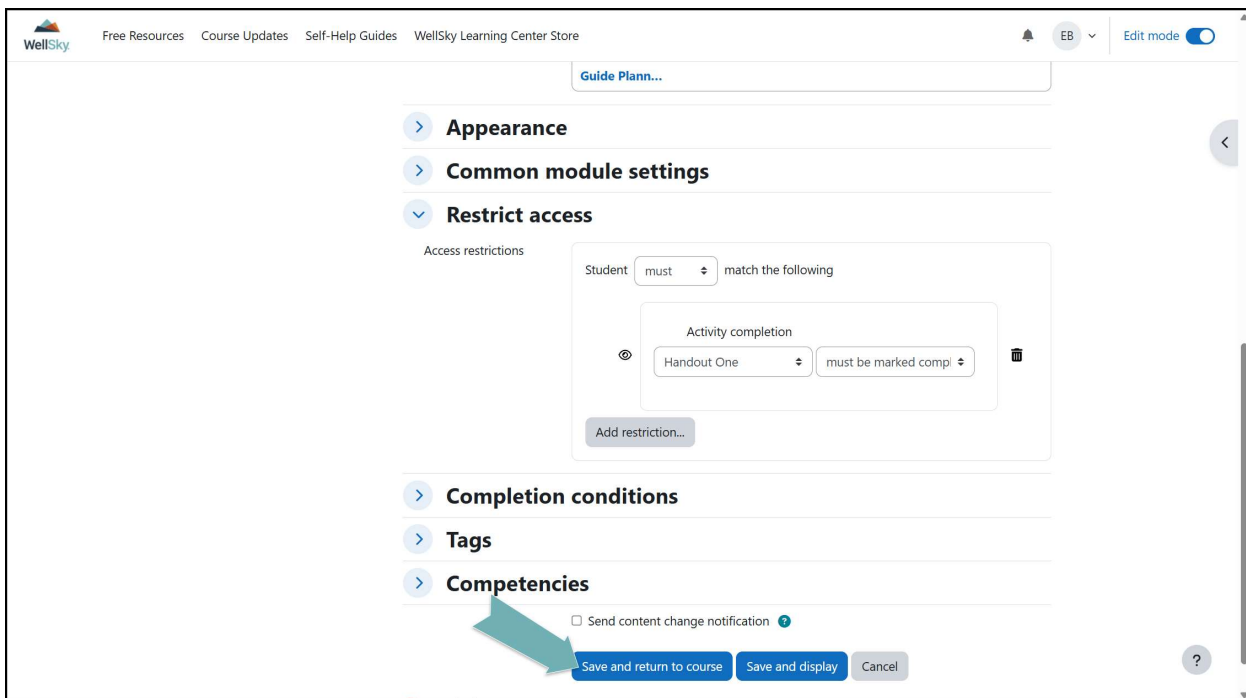
Cancel



7. Open the *Choose* drop-down and select the title of the first activity.



8. Click *Save and return to course*.



9. Repeat these steps on the course resources/activities until their access is set the way you would like.