

## APPLICABLE TO:

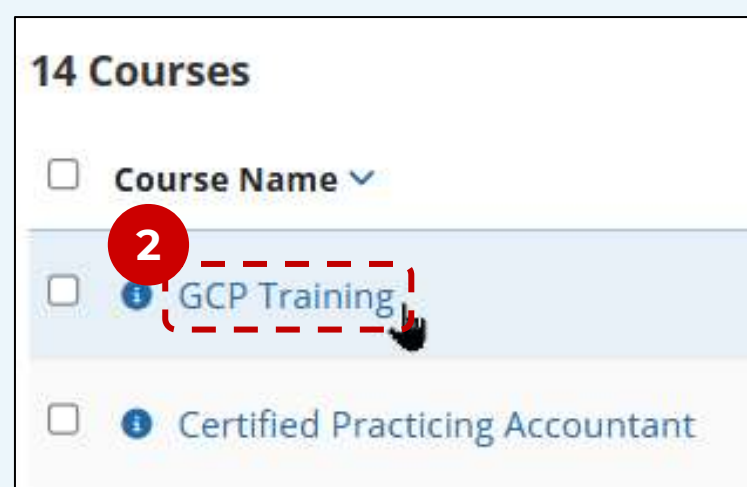
- Admin
  - Manager
  - Instructor
  - Learner
- GlobalLearn

The Access Restrictions feature helps course creators make sure that Learners complete activities in a specific order or at a specific time.

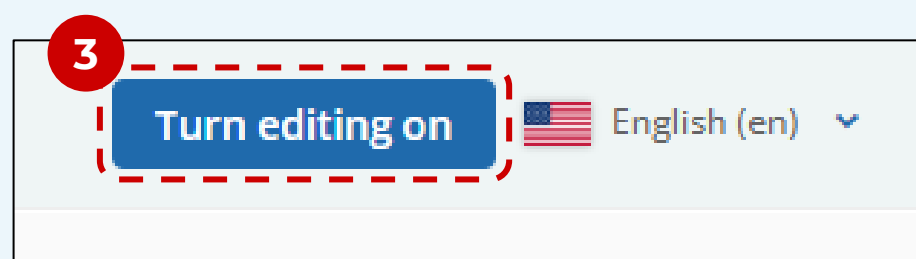
**1** Log in to Global Learn and navigate to the **Course Management** page.



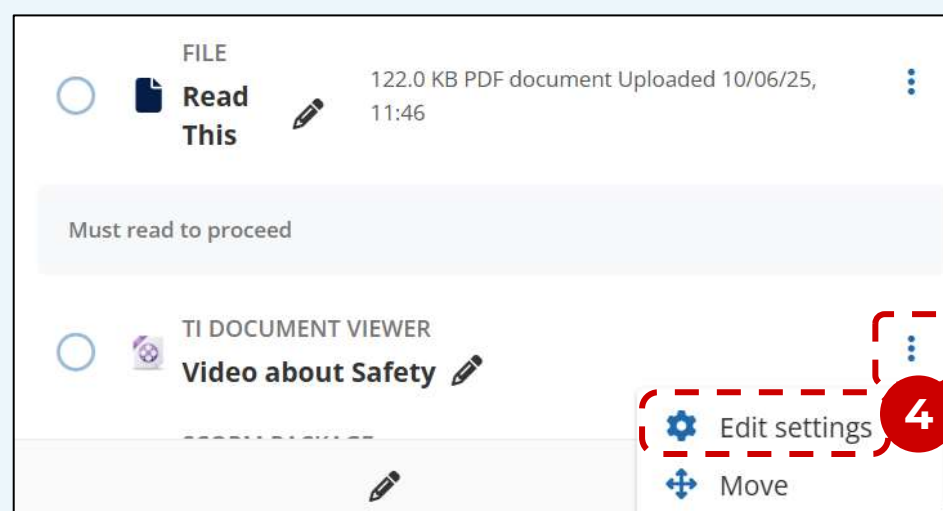
**2** Enter a course by clicking on its title.



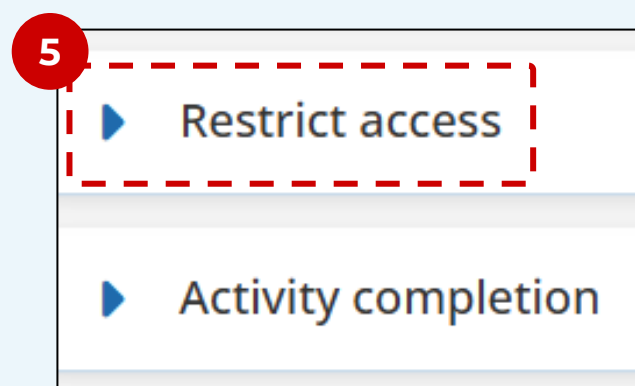
**3** In the course content page, **enable** Editing (button at top-right of page).



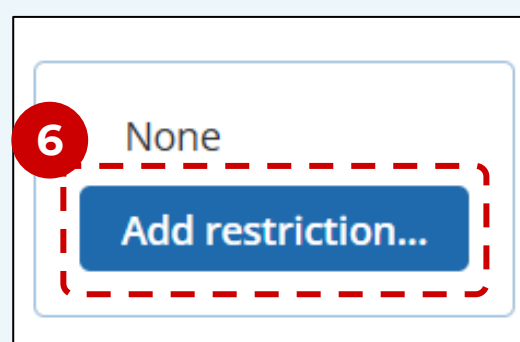
**4** Locate the activity to restrict.  
In this example, we want to make sure 'Read This' is completed before 'Video About Safety' become available, so the latter needs a restriction.  
Click on the ellipsis to the right and then click on **Edit settings**.



**5** Scroll to and expand the **Restrict Access** submenu.



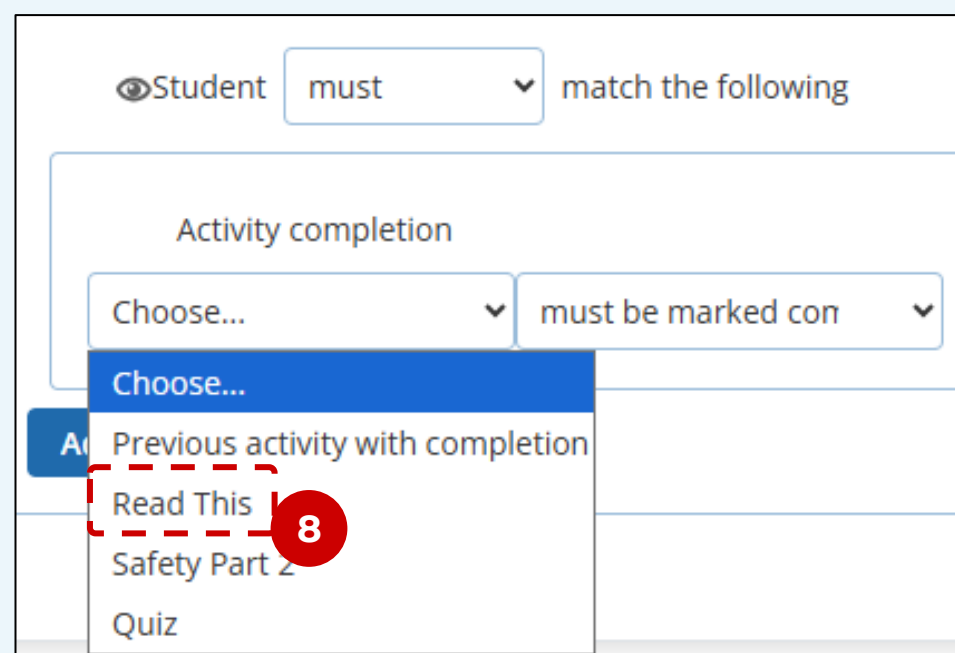
**6** Click on **Add Restriction**. You'll then be presented with a list of restriction types.




**7** Click on the chosen restriction type. For this example, we'll use the **Activity Completion** option.

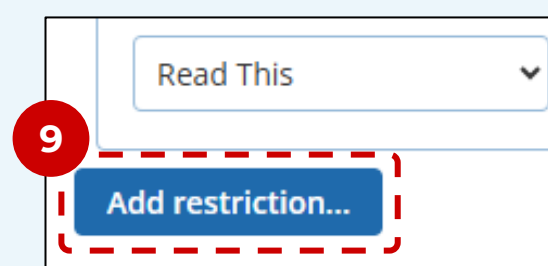


**8** Choose the activity that should be completed to release the currently selected one. In our example, we'd select **'Read This'**.



 For more flexibility, you can choose 'Previous activity with completion' which will dynamically apply the restriction based on the sort order on the course page.

**9** If you want to place additional restrictions, click on **Add Restriction** and repeat.



**10** Click on **Save and Return to Course** to complete the process.

