# Add required or granted prerequisites

- Who can access and edit prerequisites?
  - Site admins
  - Instructors
  - Managers with an instructor role

This guide will explore how to create and manage prerequisites from different areas around the site. Prerequisites are essential for ensuring learners have met specific requirements before enrolling in a course.

#### Locating the prerequisite tab in the course editor

- 1. Access the **Course editor** from the course catalog page.
- 2. Select the Prerequisites tab.
  - Here, you can create a new prerequisite or use the search bar to find and manage an existing one.

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Accessing the prerequisites tab from the course editor.

# The prerequisite list

Within the Prerequisites tab, you will find a list of prerequisites alphabetically. Each entry within the list includes:

- 1. The **Title** of the prerequisite.
- 2. The associated Equivalencies.

3. The count of **Courses** linked to each prerequisite.

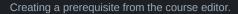
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Examining the information available on the prerequisites page.

Creating a prerequisite from the prerequisites tab

- 1. Select the **Create a Prerequisite** button.
- 2. When the Create a Prerequisite window opens:
  - $\circ~$  Give your prereq a Title in the  $\ensuremath{\text{Prerequisite Title}}$  field.
  - Use the Equivalent(s) Dropdown to add course equivalents
- 3. Select the Save button to complete the initial setup.

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# Connecting content to a prerequisite

- 1. Select the **prerequisite** you want to attach content to from the list on the prerequisites tab.
- 2. Once opened, you can add connected content to the prerequisite by using the **Courses connected to Prerequisite** dropdown to search for and select courses.
- 3. Attach courses by selecting the checkbox next to any course you want to attach to the prerequisite from the list.
- 4. Once selected, courses will appear in the connected content field with an X.
- 5. You can remove selected prerequisites by selecting the **X** on the prerequisite.

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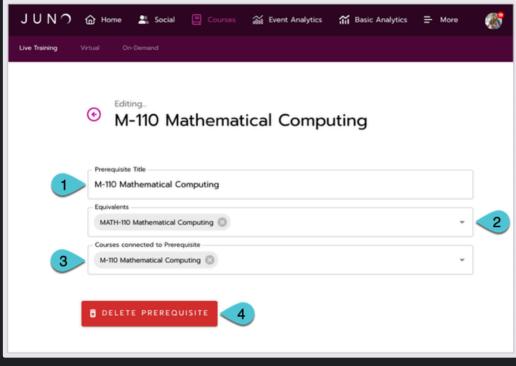
Attaching courses to a prerequisite.

# Editing existing prerequisites from the prerequisites tab

- 1. From the Course editor, select the Prerequisites tab.
- 2. Select the prerequisite from the list you want to edit.

#### Here you can edit:

- 1. The Prerequisite Title (required).
- 2. Add or remove Equivalents.
- 3. Add or remove Connected content.



Editing a prerequisite from the prerequisite in the course editor.

# Creating a prerequisite from the course information page

Navigate to the Course Information tab from the course editor

• Alternatively, access the **Course Editor** for any course you want to create a prerequisite for.

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Locating the prerequisites required section from the course information page inside the course editor.

#### Prerequisite(s) required section.

- 1. Look for the Prerequisite(s) Required section.
- 2. Here, you can specify that completion of prerequisite courses is required before enrollment.

#### Create or add prerequisites within the course.

- 1. A dropdown menu under this section allows you to choose available prerequisites.
- 2. You can search or scroll for selection.
  - Alternatively, you can create a prerequisite by typing out the name of the prerequisite you want to create and checking the option to **Add** the prerequisite.
- 3. Select the checkbox to add a prerequisite to the course.

#### Remove prerequisites from a course.

You can remove selected required prerequisites by selecting the **X** on the prerequisite.

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Adding a new prerequisite using the Add functionality on the course information page.

# Granted prerequisite(s)

Granted prerequisites refer to the prerequisites that learners will obtain or have satisfied once they complete a specific course. These granted prerequisites are crucial for understanding a learner's eligibility for other courses that require these prerequisites.

## Prerequisites for enrollment.

When a prerequisite is listed in a course's **Prerequisite(s)** Granted field, learners must complete the course to obtain that prerequisite. The prerequisite is only granted to the learner upon the course completion.

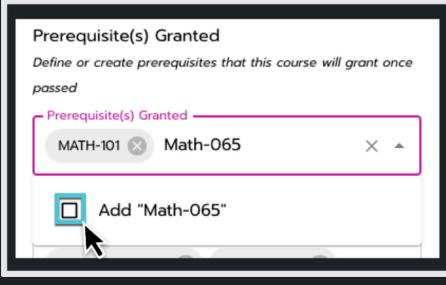
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Adding a prerequisite to the prerequisite granted section in the course editor.

Create or add granted prerequisites within the course.

The dropdown menu in the granted prerequisite(s) section allows you to choose available prerequisites.

- 1. You can search or scroll for selection.
  - Alternatively, you can create a granted prerequisite by typing out the name of the prerequisite you want to create and checking the option to Add the prerequisite.
- 2. Select the checkbox to add a granted prerequisite to the course.



Creating a granted prerequisite and attaching it to a course in the course editor.

#### Removing granted prerequisites from a course.

You can remove selected granted prerequisites by selecting the X on the prerequisite.

#### Granted Prerequisite(s) course enrollment restrictions

If a learner attempts to start in a course with prerequisite(s), they can only do so if they have completed the course(s) listed that grant them the Prerequisite(s). This ensures that learners have met the necessary prerequisites before enrolling. Learn more about what learners see when interacting with prerequisites.

## Equivalency Considerations

Equivalencies are also taken into account. If **Prerequisite 1** is listed as a requirement on a course and **Prerequisite 2** is an equivalent of **Prerequisite 1**, learners can complete either **Prerequisite 1** or **Prerequisite 2** to meet the requirement for that course.

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