How to Guide for Adding Multiple Module Courses/Workshops

INTRODUCTION

**Single module** = a course that runs on consecutive days, without any days off eg a 5 day course from Monday to Friday in one week

**Multiple Module** = a course that runs over a number of grouped days eg a 9 day course that runs over three modules of 3 days each

This is the How To guide for adding Single Module Courses.

The courses/workshop section of the dashboard now contains 3 separate elements:

1. Courses/Workshops Library
2. Modules (for multiple module courses only)
3. Dates

The workflow for setting up your courses is in that order!

THE INTENDED OUTCOME

The intention is for you to build up a course library of templates containing all the courses you deliver eg Introductory, Practitioner, Master Practitioner, Monthly Practice Group. You only need to add each course to the library once, assuming the delivery method is the same.

*IMPORTANT* because these are templates, make the library course descriptions generic and exclude any reference to dates or one off offers, because then you can reuse these library templates for all future courses of the same nature.

You can add dates to your library templates every time you run a course. You can enter as many sets of dates as you wish, so if you run Practitioner 4 times a year, enter the course template in the library once and then enter 4 sets of dates!

Please note: ANLP will now only moderate course and module content, as well as any override content you set for a specific iteration of a course. Once your course and/or modules are approved, as long as there are no changes to the content, you can add as many dates as you like without waiting for moderation.

Once your courses have been moderated and you have added dates, your courses will appear in the courses/workshops listing on the ANLP website (see example below):
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The **COURSES/WORKSHOP LIBRARY** screen, is where you can

- add courses to your library (which become your course templates)
- edit existing courses
- access the modules screen for your multiple module courses (which become the module templates)
- access the dates screen for your single module courses

There are three types of moderation status for every element of a course/workshop

**Editing** = you still have editing control, prior to requesting moderation

**Pending** = moderation requested, awaiting review by ANLP

**Approved** = approved!!

**STEPS FOR ADDING SINGLE MODULE COURSES**

1. Go to your dashboard and select Courses/Workshops icon

2. Select Add Course to library

NB. If you deliver some Practitioner Courses in person and some virtually, then set these up as two separate courses – one in person and one virtual.
3. Complete the details on the form, noting the following:

**Single module** = a course that runs on consecutive days, without any days off eg a 5 day course from Monday to Friday in one week

If you choose ‘**hybrid**’ as the delivery method, you will be invited to enter your definition of hybrid for this course.

For **single module courses**, use the ‘**overview**’ box to give the details of the course eg course content, trainer details, testimonials etc. Avoid referring to dates or any other information that will mean this is no longer a course template, intended for use multiple times.

4. Click ‘Save’ and your course will be saved and remain in ‘**Editing**’ mode. This means you can return to it and continue editing until you are happy that is ready for moderation (which is when ANLP check the promotional content before publishing the course on the website).
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At this stage, you can

- either submit your single module courses for moderation (section 5)
- set dates for your single module courses (section 6)

5. Submit your course for moderation

Return to the COURSES/WORKSHOPS LIBRARY screen and select ‘Request Moderation’

When this has been done, your courses will appear as ‘Pending’.

Please allow up to 7 days for ANLP to review the content submitted and approving it. You will receive an email notification upon approval or an email explain the reasons for declining at this time.
6. Setting up Course Dates for Single Module courses

From the COURSES/WORKSHOPS LIBRARY screen, choose ‘Dates’

This takes you to the dates screen for single module courses, where you have two options

1. Set course start and end dates (for single module courses with unique dates throughout the year)
2. Set recurring dates (for single module courses with a repeating pattern of dates eg first Tuesday of every month)
7. **EITHER** Set course start and end dates

Choose the start and end date for your course, then select ‘Apply’ – this screen models date selection in the same way you would do when selecting holiday or flight dates on other websites. Simply click the start date and then click the end date.

As you can see, dates are now automatically approved, as long as the library content has already been approved.

You can set as many course dates as you wish, so if you already have your schedule for the next 12 months, set all the dates now.

If you wish to edit the dates once you have entered them, for example if you want to change a course date, simply go to the dates screen and click on the edit button (blue pencil) next to any dates you wish to edit.
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8. **OR** Set Recurring dates

This offers a variety of repeatable date patterns, very similar to setting recurring events in Outlook calendar and is appropriate for regular repeating events such as a Practice Group.

Set the date parameters for your repeating course and click ‘save’.

You can set up to 20 recurring dates at one time.
9. **Optional:** You can, at this point, choose to override the location or notes, which change the original details for this specific course only. This could be useful if, for example, you have set up a library event for your practice group meeting and then wish to promote a specific presenter for one of the group meetings.

If you do override any of the existing library details, the content will require moderation. You can request moderation from this same screen, once all changes have been made.
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Once all elements of a course that require moderation have been approved, your course will be live on the ANLP website.

Once approved, you can set new dates for these courses in future and they will appear live on the ANLP website straight away – you no longer have to wait for ANLP to moderate your course dates.

If at any time, you edit a course, module or override info, the course will have to be resubmitted for moderation.