

## 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 Multiple 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):

10th Mar - 11th Mar	 Canterbury, Kent	<b>Personal Development Course - Module 2</b> The second of two 2-day modules where you'll learn useful tools and techniques that you can use to make changes to your life.   This course is modular and has 1 other part <ul style="list-style-type: none"><li>• 10th February 2022 - Personal Development Course - Module 1</li></ul>
11th Mar - 13th Mar	 London	<b>Module Three - NLP Practitioner</b> This is the third module of our NLP Practitioner. You can see what we cover in the overview   This course is modular and has 2 other parts <ul style="list-style-type: none"><li>• 4th February 2022 - Module One - NLP Practitioner</li><li>• 25th February 2022 - Module Two - NLP Practitioner</li></ul>
12th Mar		<b>Discovery Day Live Online</b> Discover the foundations of Neuro-Linguistic Programming (NLP), Coaching, Mindfulness and IEMT in this experiential, fun day session for both personal development and professional training.

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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

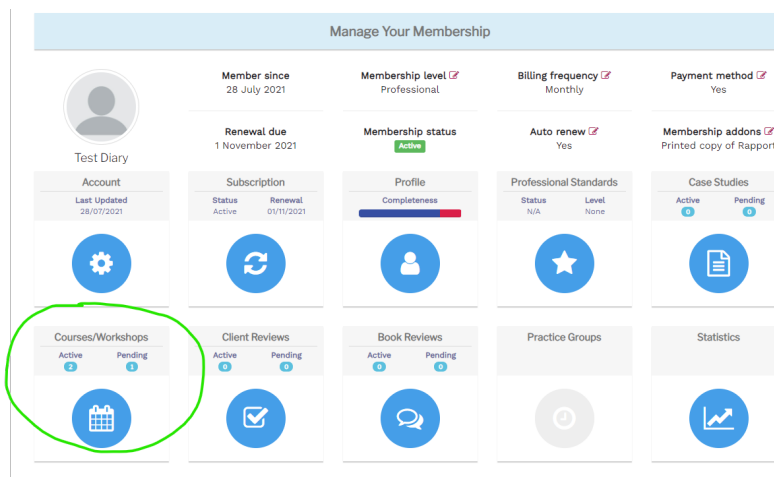
**Editing** = you still have editing control, prior to requesting moderation

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

**Approved** = approved!!

### STEPS FOR ADDING MULTIPLE MODULES 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.

## Course/workshop library

Title	Type	Method	Next up	Moderation status	Actions
Course test 4	Multiple module	Virtual	17 Oct 2021 - 25 Oct 2021 Z testing alphabetical or input order A Test Module 2	Course: Pending Modules: Editing	Modules Schedule Delete
Test Course 1 - One Off	Single module	Hybrid	✓ 18 Oct 2021 ✓ 25 Oct 2021 ✓ 31 Oct 2021 View more	Course: Approved	Dates Edit Delete

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3. Complete the details on the form, noting the following:

**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

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

### Create course/workshop

Create new course/workshop

\* Indicates a required field

**Title \***

**Type of course/workshop \***

Single module

Multiple module

**Category**

Whether the course/workshop is in-person, virtual or hybrid \*

Course/workshop is in-person at a physical location

Course/workshop is entirely virtual

Course/workshop is a hybrid format (a mixture of in-person and virtual)

If your course/workshop is entirely virtual, you will not be required to enter an address

**Hybrid explanation**

For **multiple modules courses**, use the '**overview**' box at the course level to give an overview of the course eg big picture information about the course as a whole. You will have the opportunity to enter the details for each module at the next stage. 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).

+ Add course to library ← Back to Dashboard

100 records per page Search:

Title	Type	Method	Next up	Moderation status	Actions
Course test 4	Multiple module	Virtual	17 Oct 2021 - 25 Oct 2021 Z testing alphabetical or input order A Test Module 2	Course <span>Pending</span> Modules <span>Editing</span>	<a href="#">Modules</a> <a href="#">Schedule</a> <a href="#">Delete</a>
Test Course 1 - One Off	Single module	Hybrid	18 Oct 2021 25 Oct 2021 31 Oct 2021 <a href="#">View more</a>	Course <span>Editing</span>	<a href="#">Dates</a> <a href="#">Edit</a> <a href="#">Request moderation</a> <a href="#">Delete</a>

## How to Guide for Adding Multiple Module Courses/Workshops

- As your course is multiple modules, you now need to enter the details of the modules for this course before you can request moderation.

[+ Add course to library](#) [← Back to Dashboard](#)

100 records per page Search:

Title	Type	Method	Next up	Moderation status	Actions
Course test 4	Multiple module	Virtual	17 Oct 2021 - 25 Oct 2021 Z testing alphabetical or input order A Test Module 2	Course <span style="background-color: #ffc107;">Pending</span> Modules <span style="background-color: #6c757d;">Editing</span>	<a href="#">Modules</a> <a href="#">Schedule</a> <a href="#">Delete</a>
Test Course 1 - One Off	Single module	Hybrid	18 Oct 2021 25 Oct 2021 31 Oct 2021 <a href="#">View more</a>	Course <span style="background-color: #6c757d;">Editing</span>	<a href="#">Dates</a> <a href="#">Edit</a> <a href="#">Request moderation</a> <a href="#">Delete</a>

## 6. COURSE MODULES Screen

Create each of the modules for your multiple module course by selecting 'Create Course Module'

Once all modules for this course have been completed, return to the Courses/Workshops library screen to submit this course for moderation

[+ Create course module](#) [← Back to Courses/Workshops](#)

100 records per page Search:

Title	Moderation status	Actions
Z testing alphabetical or input order	<span style="background-color: #6c757d;">Editing</span>	<a href="#">Edit</a> <a href="#">Request moderation</a> <a href="#">Delete</a>
A Test Module 2	<span style="background-color: #28a745;">Approved</span>	<a href="#">Edit</a> <a href="#">Delete</a>
Title	Moderation status	Actions

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## How to Guide for Adding Multiple Module Courses/Workshops

7. Complete the form for each of the modules on this course, including the details for each module in the **overview** section, then press 'save'. Avoid referring to dates or any other information that will mean this is no longer a module template, intended for use multiple times.

TIP: Make sure the course module title makes sense when being viewed as one part of the whole

# Create course module

### Create new course module

\* Indicates a required field

**Title \***

  
**Summary \*** (Word count = 0)

Maximum of 25 words and minimum of 15 words. Used when viewed in short form. For example in search results

**Overview \***

**B I U T<sub>x</sub>** | | | | | Format ▾

Words: 0

As with the course, 'save' takes the module into Editing mode, so you can continue to add/edit modules until you are satisfied they are all complete and ready to submit for moderation.

At this stage, you can

- either submit your multiple module courses and modules for moderation (section 8)
- set dates for your multiple module courses (section 9)

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### 8. Submit your course for moderation

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

## Course/workshop library

[+ Add course to library](#)[← Back to Dashboard](#)

100 records per pageSearch:

Title	Type	Method	Next up	Moderation status	Actions
Course test 4	Multiple module	Virtual	<b>17 Oct 2021 - 25 Oct 2021</b> Z testing alphabetical or input order A Test Module 2 Module 3	Course <span style="background-color: #ffc107; padding: 2px;">Pending</span> Modules <span style="background-color: #6c757d; padding: 2px;">Editing</span>	<a href="#">Modules</a> <a href="#">Schedule</a> <a href="#">Delete</a>
Test Course 1 - One Off	Single module	Hybrid	<b>18 Oct 2021</b> <b>25 Oct 2021</b> <b>31 Oct 2021</b> <a href="#">View more</a>	Course <span style="background-color: #6c757d; padding: 2px;">Editing</span>	<a href="#">Dates</a> <a href="#">Edit</a> <a href="#">Request moderation</a> <a href="#">Delete</a>
Test Course 2 - Modular	Multiple module	Virtual	<b>1 Nov 2021 - 17 Nov 2021</b> ✓ Module 1 - Rapport ✓ Beliefs and Values - module 2 <a href="#">View more</a>	Course <span style="background-color: #28a745; padding: 2px;">Approved</span> Modules <span style="background-color: #28a745; padding: 2px;">Approved</span>	<a href="#">Modules</a> <a href="#">Schedule</a> <a href="#">Edit</a> <a href="#">Delete</a>
Test Course 3 with dates	Single module	Location	✓ <b>24 Oct 2021</b> ✓ <b>1 Nov 2021</b> ✓ <b>14 Nov 2021</b> <a href="#">View more</a>	Course <span style="background-color: #28a745; padding: 2px;">Approved</span>	<a href="#">Dates</a> <a href="#">Edit</a> <a href="#">Delete</a>
Test Course 5	Multiple module	Virtual		Course <span style="background-color: #6c757d; padding: 2px;">Editing</span> Modules <span style="background-color: #6c757d; padding: 2px;">Editing</span>	<a href="#">Modules</a> <a href="#">Schedule</a> <a href="#">Edit</a> <a href="#">Request moderation</a> <a href="#">Delete</a>
Title	Type	Method	Next up	Moderation status	Actions

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When this has been done, your courses/modules 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.

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### 9. Setting up Course Dates for Multiple Module courses


From the COURSES/WORKSHOPS LIBRARY screen, choose 'Schedule'

## Course/workshop library

[+ Add course to library](#) [← Back to Dashboard](#)

100 records per page Search:

Title	Type	Method	Next up	Moderation status		Actions
Course test 4	Multiple module	Virtual	17 Oct 2021 - 25 Oct 2021 Z testing alphabetical or input order A Test Module 2 Module 3	Course Pending	Modules Editing	<a href="#">Modules</a> <a href="#">Schedule</a> <a href="#">Delete</a>



This creates a 'blank' set of dates for you to populate, which you do by selecting 'Dates'


## Dates for multiple module course: Course test 4

Select 'Schedule modular courses' to set up a new empty row. Then choose 'Dates' on that row to set the dates for each module of this course

[+ Schedule modular courses](#) [← Back to Courses/Works](#)

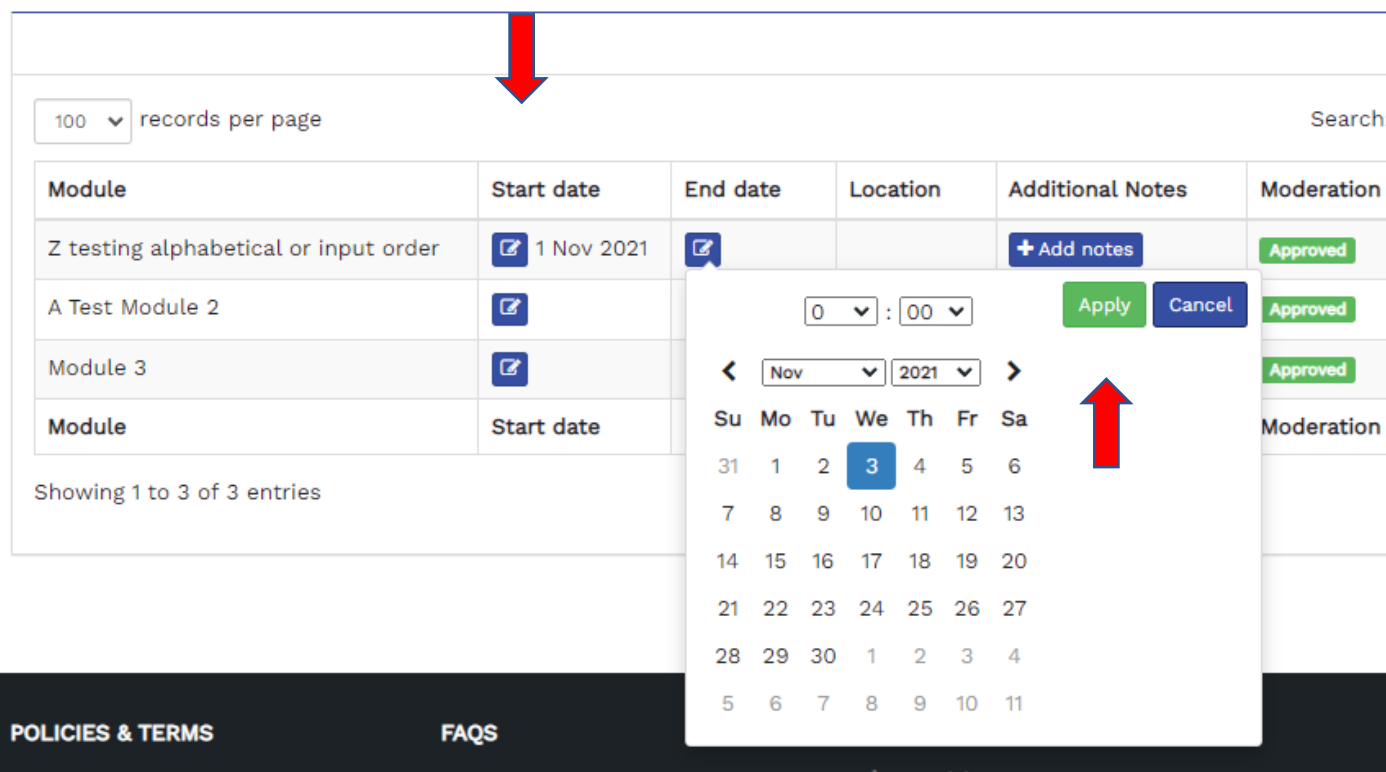
100 records per page Search:

Start date	End date	Enabled	Scheduled	Actions
		<input checked="" type="checkbox"/>	✗	<a href="#">Dates</a> <a href="#">Delete</a>
		<input checked="" type="checkbox"/>	✗	<a href="#">Dates</a> <a href="#">Delete</a>
Start date	End date	Enabled	Scheduled	Actions



10. Enter the start date and end date for each module of this course by clicking on the edit button next to each date, selecting the date and clicking 'Apply'. It is important to set and end date for each module, even if it's a one day module!

## Module dates for course: Course test 4



The screenshot shows a course management interface. At the top, there is a search bar and a dropdown menu set to '100 records per page'. Below this is a table with columns: Module, Start date, End date, Location, Additional Notes, and Moderation. The table contains three entries: 'Z testing alphabetical or input order', 'A Test Module 2', and 'Module 3'. Each entry has a blue pencil icon next to its start date. A date picker calendar is open over the 'Start date' column, showing the month of November 2021. The date '3' is selected. A red arrow points to the 'Apply' button on the calendar. Another red arrow points to the edit button in the table above.

Module	Start date	End date	Location	Additional Notes	Moderation
Z testing alphabetical or input order	1 Nov 2021			<a href="#">+ Add notes</a>	Approved
A Test Module 2					Approved
Module 3					Approved

Showing 1 to 3 of 3 entries

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

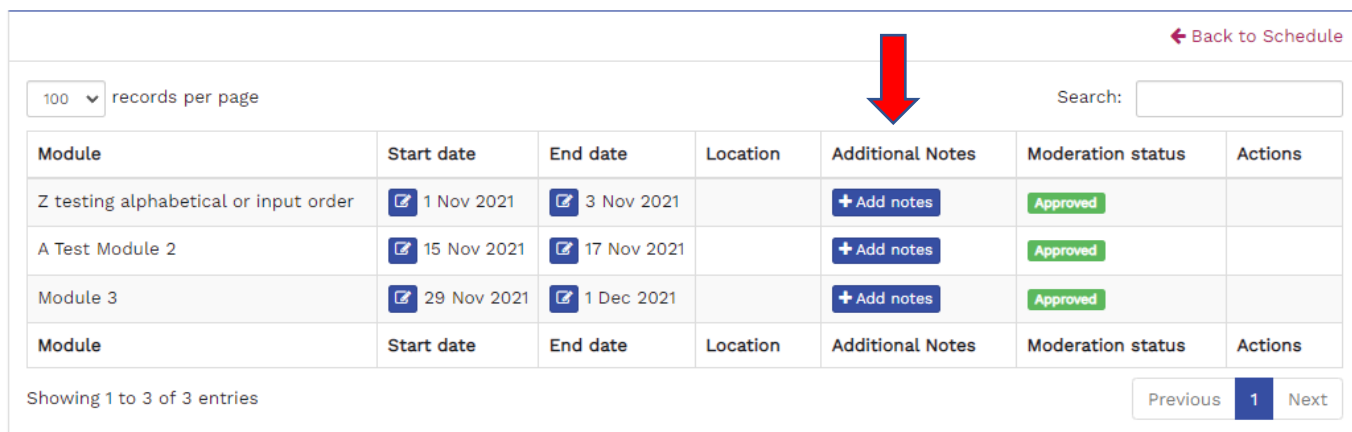
If you want to change the dates of an existing course at any time, simply follow this process from step 9 again and when you get to this screen, select the edit button (blue pencil) that is next to each date.



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11. **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 wish to promote a specific presenter for one of the group meetings.

### Module dates for course: Course test 4



100 records per page

Search:

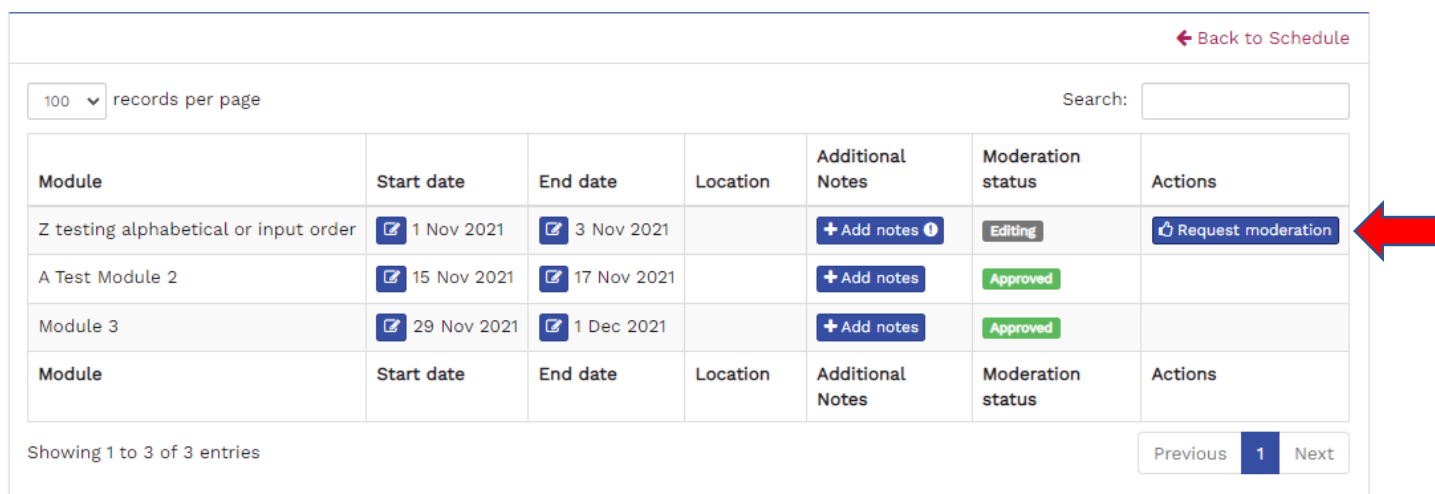
Module	Start date	End date	Location	Additional Notes	Moderation status	Actions
Z testing alphabetical or input order	1 Nov 2021	3 Nov 2021		<a href="#">+ Add notes</a>	Approved	
A Test Module 2	15 Nov 2021	17 Nov 2021		<a href="#">+ Add notes</a>	Approved	
Module 3	29 Nov 2021	1 Dec 2021		<a href="#">+ Add notes</a>	Approved	
Module	Start date	End date	Location	Additional Notes	Moderation status	Actions

Showing 1 to 3 of 3 entries

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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.

### Module dates for course: Course test 4



100 records per page

Search:

Module	Start date	End date	Location	Additional Notes	Moderation status	Actions
Z testing alphabetical or input order	1 Nov 2021	3 Nov 2021		<a href="#">+ Add notes</a>	Editing	<a href="#">Request moderation</a>
A Test Module 2	15 Nov 2021	17 Nov 2021		<a href="#">+ Add notes</a>	Approved	
Module 3	29 Nov 2021	1 Dec 2021		<a href="#">+ Add notes</a>	Approved	
Module	Start date	End date	Location	Additional Notes	Moderation status	Actions

Showing 1 to 3 of 3 entries

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## How to Guide for Adding Multiple Module Courses/Workshops

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.