

- APPLICABLE TO:
- ☒ Admin

☒ Manager

☒ Instructor

☐ Learner

☒ GlobalLearn

The Access Restriction 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.

1

Course Management

Manage Certificates


2


Enter a course by clicking on its title.

14 Courses

☐ Course Name ▾

2

☐  GCP Training


☐  Certified Practicing Accountant

3

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

3



Turn editing on

 English (en) ▾


4

Locate the activity to restrict. In this example, we want to make sure ‘Read This’ is completed before ‘Video About Safety’ become available.
Click on the ellipsis to the right and then click on **Edit settings**.



FILE

 **Read This** 


122.0 KB PDF document Uploaded 10/06/25, 11:46




Must read to proceed

 **Video about Safety** 

4

 Edit settings

 Move

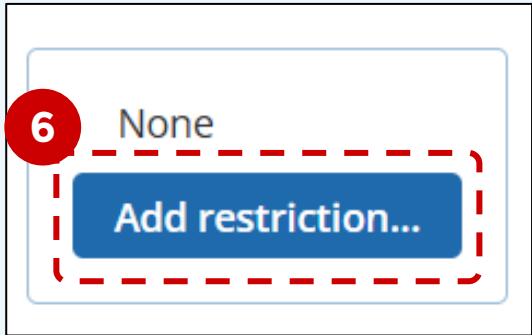
TRANSPERFECT
LIFE SCIENCES

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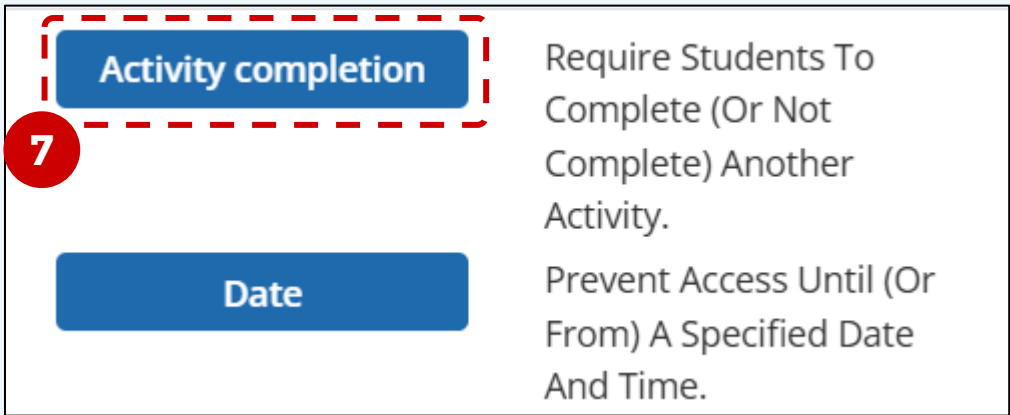
5 Scroll to and expand the **Restrict Access** submenu.




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

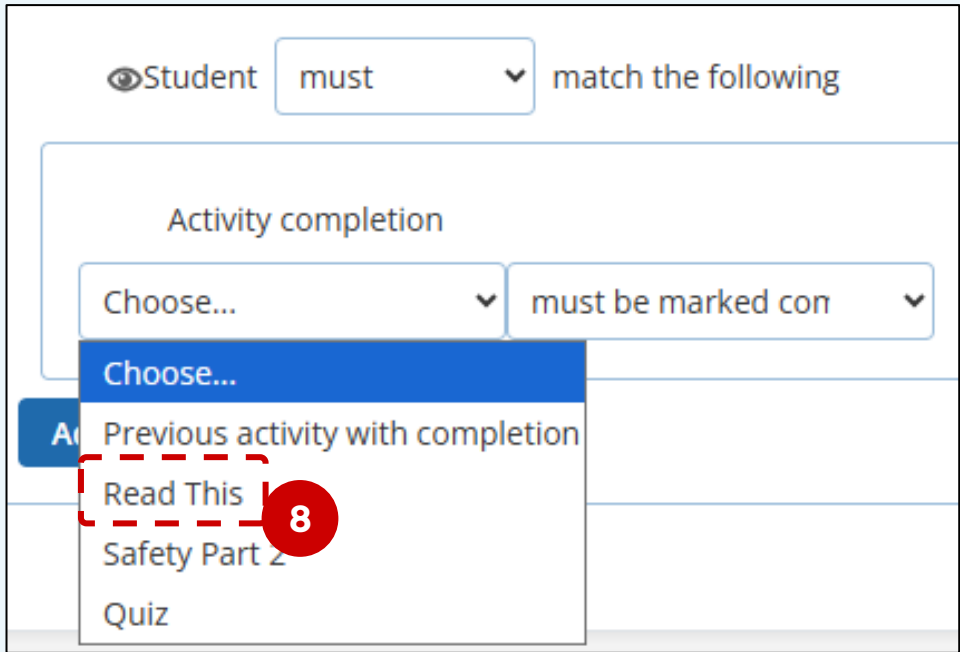


7 Click on the chosen restriction type. For this example, we'll use the **Activity Completion** option.

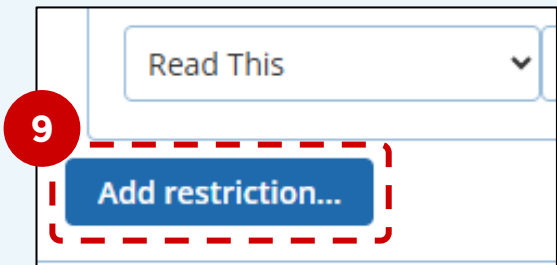


8 Choose the activity that should be completed to release the currently selected one.
In our example, we'd select '**Read This**'

 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.

