Course Prerequisites – how to add to a prerequisite to a course in Learn@ISU.
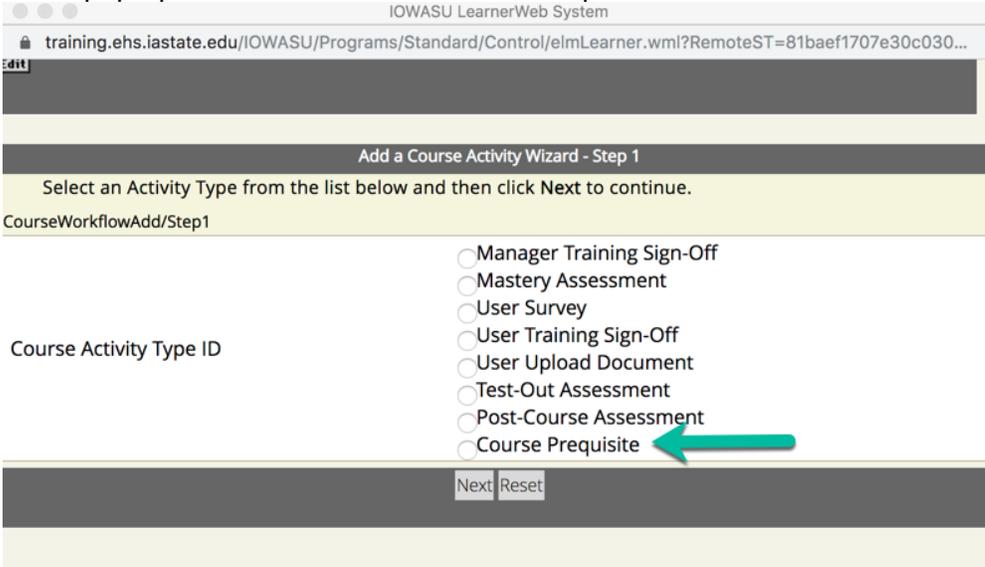
1. Access the course which has a prerequisite course from the Manager Main Menu.
   a. Manager Main Menu > Courses
2. Choose the course you wish to add a Course Prerequisite too from the menu.
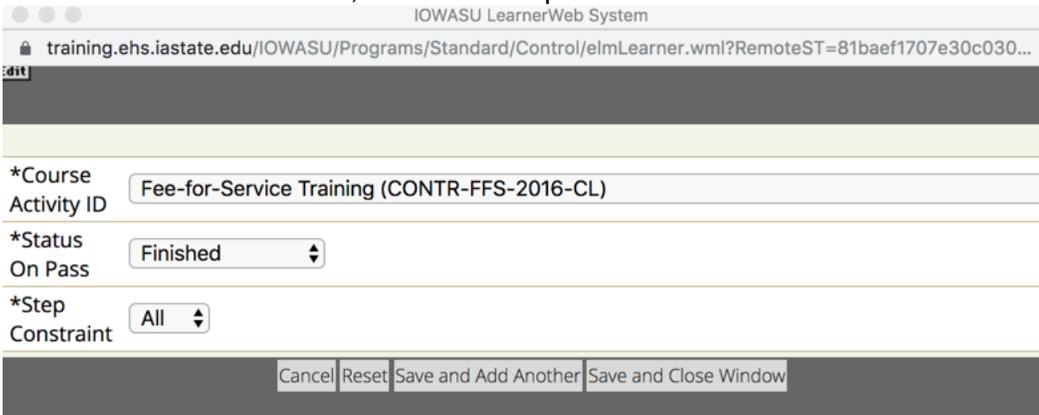

3. Access the course and click on the Course Workflows tab at the top.

4. On the Course Workflows tab, click on the green + sign to add a new item
5. In the pop-up window, choose Course Prerequisite and click Next.

6. In the Course Activity ID menu, choose the course that is the prerequisite course that people need to take before taking the course. After selecting the course, change the Status on Pass to Finished, and leave Step Constraint as "All".

7. If you have another course to add as a prerequisite, click "Save and Add Another", if no other courses to add, click "Save and Close Window".

8. The Prerequisite will now show in your course workflow.

Course Workflow Type Name	Workflow Step Number	Course Activity Type Name	Status Name
Pre-Enrollment		Course Prequisite	Active
Post-Training Workflow	1	User Training Sign-Off	Active

9. If you have other workflow steps to add, you can add them at this time. Please note, the prerequisites do not have a workflow step. When finished, exit out of the Courses menu.

10. Access the course in the Course Catalog, and view the course description by clicking on the course title. You will see this screen, notice the red text. Please note, if the text is blue, the learner has completed the prerequisite.

This is detail information on the selected course. If the course is scheduled as a class, additional class information will be listed at the bottom of the page. Close the window by clicking the 'X' in the top right corner after you have reviewed this screen.

Course Information

Course ID:	LSG-LAB-CORE2-2013-ON	Course Title:	Laboratory Safety: Core Concepts - Review Course
Category:		Delivery:	On-Line courses
Duration:	0.00	Credit Amount:	0.00
Days Valid:	Non-expiring	Last Changed:	01/29/2016

You have NOT met all the Prerequisite(s)

Course Prerequisites: • (CONTR-FFS-2016-CL)Fee-for-Service Training[Not Met]
You must complete the listed courses to be eligible to enroll in this course

Other Prerequisites: There are no additional prerequisites for this course.
This is the review course only - all information will be transferred to the new course upon completion.

Course Description:

There are no Documents associated with this Course.
There are no Competencies associated with this Course.
There are no Equivalents associated with this Course.

11. Click on Launch (text must be red in the course description to test this) and you will see this screen. Once the learner completes the prerequisite course, they can then take the course by clicking the Launch link.

IOWASU LearnerWeb System

🔒 training.ehs.iastate.edu/IOWASU/Programs/Standard/Control/elmLearner.wml?RemoteST=81baef1707e30c03082900a58&UPID=1203135933&PopUpWind...

Enrollment Prerequisites

You are unable to enroll into this course until you have met the following prerequisites or unless your manager approves the enrollment.

• Fee-for-Service Training (CONTR-FFS-2016-CL)

Please click the **Close Window** button to continue.

Close Window

12. If you need to change a course prerequisite, access the Course Workflow tab, delete the current prerequisite and then add a new prerequisite.