Restrict Access

The restrict access functionality (previously known as conditional access) allows you to set certain criteria that must be met for learners to view and/or complete an activity or resource.

Enabling restrict access

To use the restrict access feature, it must be enabled by a Site Administrator:

1. From the quick-access menu go to Configure features.
2. Checking the **Enable restricted access** box.
3. Select **Save changes**.

A **Restrict access** section will then be available for course editors on an activity settings screen with an **Add restriction** button.

Enabling or disabling specific restrictions

From the quick-access menu go to *Plugins > Availability restrictions > Manage restrictions* you can enable or disable any of the individual restriction types for use throughout the site.

In the **Hide/show** column toggle the eye icon:

- If the eye is open ( ) it means the restriction is showing (available)
- If the eye is crossed out ( ) the it is hidden (disabled)

Restricting activity access

Selecting the **Add restriction** button opens a list of possible restriction conditions. Restrictions can be based upon:

- **Activity completion**
- **Date**
- **Grade**
- **User profile** fields
- **Audience**
- **Position**
- **Organisation**
- **Language**
- **Time since activity completion**
- **Group**
- **Grouping** (where configured within the course)

The **Restriction set** button allows for a nesting of various restriction criteria.
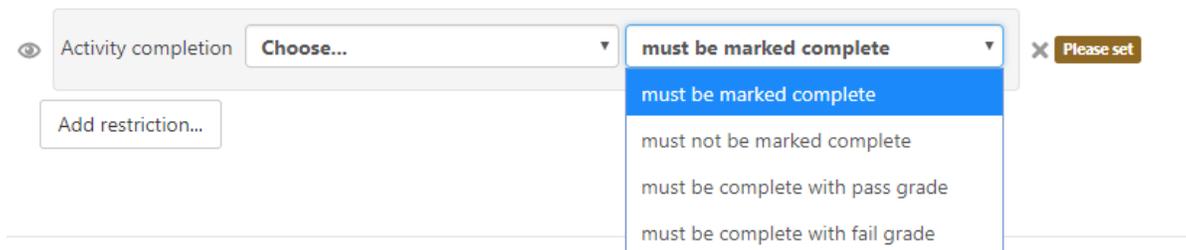
Activity completion

Note that this button only appears if you have **Activity completion** enabled on your site and enabled in your course via *Course administration > Edit settings > Completion tracking*. See the Activity completion Help page for more instructions on using this feature.

The activity completion condition requires Learners to complete (or not complete) or pass (or not pass) another activity within the course. You can select whether the Learner **must** or **must not** match the specified completion criteria.

1. Select the relevant activity from the **Choose...** dropdown menu.
2. Next select the relevant criteria (e.g. **must be marked complete**).
3. Select **Add restriction....** to add another condition.
4. Then select **Save and display** or **Save and return to course** to confirm your selection.

You can also click the **X** delete icon to cancel without saving.


Date

The date restriction allows you to prevent access to the activity until or from a specified date and time.

1. You can select whether the Learner **must** or **must not** match the specified completion criteria.
2. Select the relevant **from** or **until** option from the dropdown menu and enter the relevant date and time.
3. Click **Add restriction...** to add another condition.
4. Then click **Save and display** or **Save and return to course** to confirm your selection.

You can also click the **X** delete icon to cancel without saving.
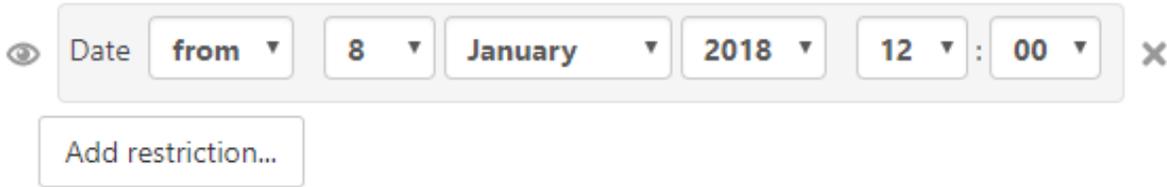
Grade

You can specify a condition on any grade in the course: the total course grade, the grade for any graded activity, or a custom grade that you enter manually. You can enter either a minimum value (greater than or equal to percentage), a maximum value (less than percentage), both, or neither. The activity will only appear if the Learner has a value for the specified grade and if it falls within any specified number range. You can add more than one grade condition. All conditions must be met in order for the activity to appear.

1. You can select whether the Learner **must** or **must not** match the specified completion criteria.
2. Select the relevant grading option from the dropdown menu and enter the relevant grade percentage values.
3. Click **Add restriction...** to add another condition.
4. Then click **Save and display** or **Save and return to course** to confirm your selection.

You can also click the **X** delete icon to cancel without saving.
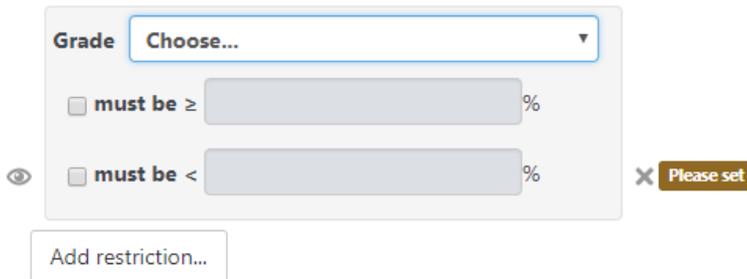
The range numbers can be fractional (with up to five decimal places) if necessary.

Be careful with the maximum value; if the maximum is 7, a Learner who scores exactly 7 will not see the activity. You could set it to 7.01 if you really wanted to include 7.

If creating several different activities that appear according to grade ranges, use the same number for the maximum of one activity, and the minimum of the next. For example, you might create one activity with a maximum of 7 and another with a minimum of 7. The first would appear to everyone scoring between 0 and 6.99999, and the second would appear to everyone scoring 7.00000 to 10. This guarantees that everyone with a grade will see one or other.To remove a grade condition, set the assessment name to 'none' and remove the range number values.

If you want to use a condition for learners with blank grades then you can add a grade restriction and select the activity you want to use as a restriction. Do not select a checkbox for either the greater than or less than criteria. This will require the Learner to have a grade. This means Learners with blank grades do not meet that criterion.

Group

If groups have been set up in the course, it is possible to restrict access to an activity to members of a certain group or any group.

1. You can select whether the Learner **must** or **must not** match the specified completion criteria.
2. Select the relevant **Group** or **(Any group)** from the dropdown menu.
3. Enter the relevant grade percentage values.
4. Click **Add restriction...** to add another condition.
5. Then click **Save and display** or **Save and return to course** to confirm your selection.

You can also click the **X** delete icon to cancel without saving.
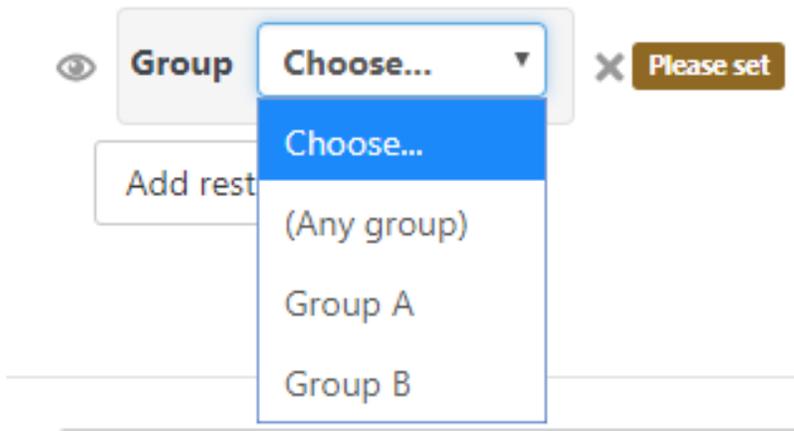
Groupings

If groups and groupings have been set up in the course, it is possible to restrict access to an activity to Learners who belong to a group within a specified grouping.

1. You can select whether the Learner **must** or **must not** match the specified completion criteria.
2. Select the relevant **Grouping** from the dropdown menu.
3. Enter the relevant grade percentage values.
4. Select **Add restriction...** to add another condition.
5. Then select **Save and display** or **Save and return to course** to confirm your selection.

You can also click the **X** delete icon to cancel without saving.
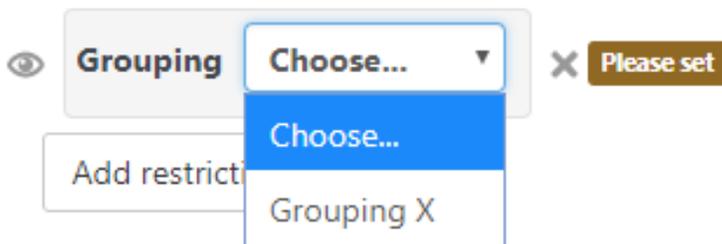

User profile

The **User profile** completion condition can restrict access to the activity based on fields within the Learner's profile.

1. You can select whether the Learner **must** or **must not** match the specified completion criteria.
2. Select the relevant **User profile field** from the **Choose...** dropdown menu.
3. Next select the relevant criteria (e.g. **is equal to**).
4. Select **Add restriction...** to add another condition.
5. Then select **Save and display** or **Save and return to course** to confirm your selection.

You can also click the **X** delete icon to cancel without saving.
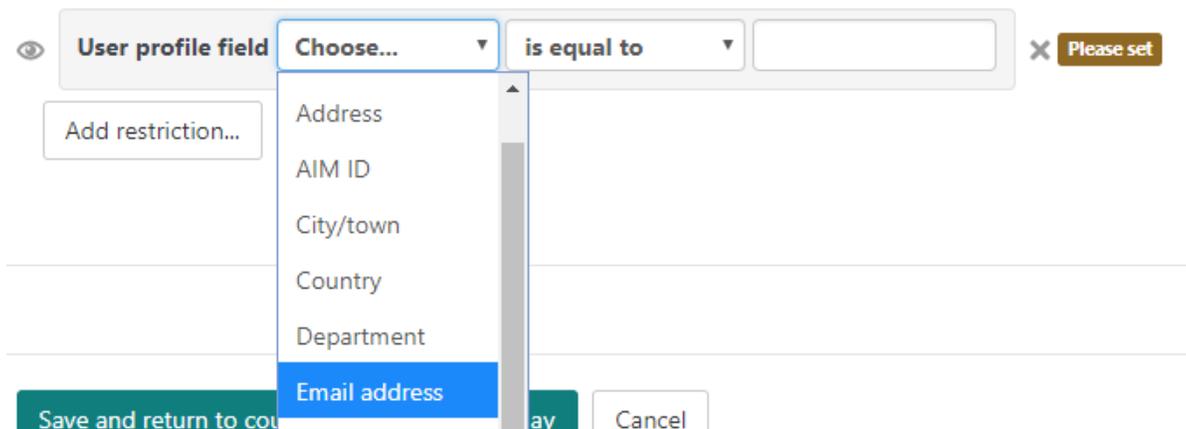
Audience

The audience restriction allows you to determine access on whether a user **is** or **is not** part of a particular audience. You can only select one audience per condition, so if you need to add multiple audiences then you will need to add multiple conditions. For example, to restrict access to members of multiple groups you could add a **Restriction set** with matching criteria set to **any**.

1. Start typing the name of the audience and then select the relevant **Audience** from the dropdown menu.
2. Select **Add restriction...** to add another condition.
3. Finally, click **Save and display** or **Save and return to course** to confirm your selection.

You can also click the **X** delete icon to cancel without saving.

Position

The position restriction allows you to determine access based on whether a user **does** or **does not** hold a particular position (they must be assigned to the position via their job assignment).

1. Select the relevant **Position** from the dropdown menu.
2. Select **Add restriction...** to add another condition.
3. Finally, click **Save and display** or **Save and return to course** to confirm your selection.

You can also click the **X** delete icon to cancel without saving.

Organisation

The organisation restriction allows you to determine access based on whether a user **is** or **is not** part of a particular organisation (they must be assigned to the position via their job assignment).

1. Select the relevant **Organisation** from the dropdown menu.
2. Select **Add restriction...** to add another condition.
3. Finally, select **Save and display** or **Save and return to course** to confirm your selection.

You can also click the **X** delete icon to cancel without saving.

Language

You can restrict access to an activity or resource based on the preferred language the user has set in their profile. This is helpful in multi-lingual courses, as you can ensure that only the correct language is displayed to the Learner.

1. Select the relevant **Language** from the dropdown menu.
2. Select **Add restriction...** to add another condition.
3. Finally, select **Save and display** or **Save and return to course** to confirm your selection.

You can also click the **X** delete icon to cancel without saving.

Time since activity completion

It is possible to restrict access to an activity based on the time since completing (or not completing) another activity. This might be useful if you wish to stagger a Learner's journey through the course.

1. Enter the length of time since completion, by entering a number and then selecting a measure from the dropdown menu (e.g. **Days**, **Weeks**, **Months**, or **Years**).
2. Select the activity you wish this restriction to relate to.
3. Decide the criteria they must match (e.g. **is complete with pass grade**, or **is complete with fail grade**).
4. Then select **Add restriction...** to add another condition.
5. Finally, select **Save and display** or **Save and return to course** to confirm your selection.

You can also click the **X** delete icon to cancel without saving.

Restriction set

This allows you to create a set of nested restrictions to apply complex logic to activity access.

1. After clicking on **Restriction set** you will be provided with a restriction box.
2. Select **Add restriction...** within this box to choose the required condition type.
3. Enter the relevant details for the selected condition.
4. Select **Add restriction...** within the restriction box to add another condition.
5. Repeat until all required restrictions have been configured.
6. Finally, select **Save and display** or **Save and return to course** to confirm your selection.

To cancel without saving, click the **X** delete icon.

Hiding restrictions

You can hide an activity from Learners who do not meet the restriction conditions using the Hide/Show toggle icons (,). If the eye is shut or crossed out then Learners who do not meet that condition will not see the activity at all. If the eye is open the Learners who do not meet the condition will see the activity but it will be greyed out/unable to be accessed but will display information on why they can't access it yet.

Date from ▾ | **16** ▾ | **May** ▾ | **2018** ▾ | **14** ▾ : **00** ▾ ✕

User profile field Country ▾ | is equal to ▾ | NZ ✕

Add restriction...

> The shut eye takes precedence. For example, you could have two conditions, one based on date (with eye shut) and one based on completing a previous activity (with eye open). That way, the activity will not appear at all until the date; then it will appear, but tell you that you need to complete the other activity; then when you complete the other activity you can access it.

Restricting course section access

It is also possible to restrict access to all activities and resources within a whole course section (e.g. Topic or Week section) by specifying the conditions in the settings for that particular section via *Topic menu > Edit topic > Restrict access.*
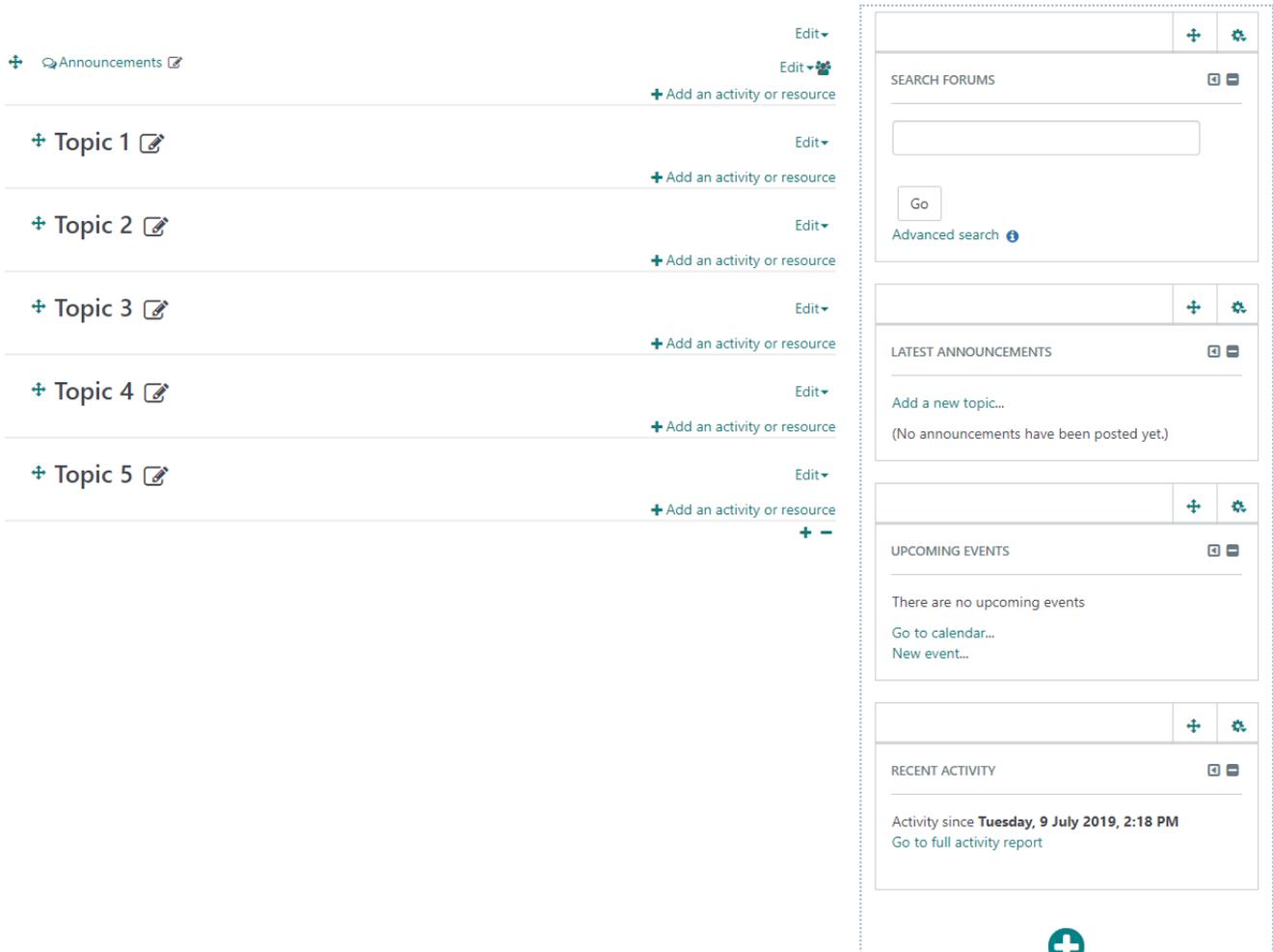
Deleting an item used for activity restriction

When you delete an activity, audience, organisation, or position that is used in the access restrictions of an activity or a section, it is marked as (**missing**). The condition is no longer fulfilled to prevent unauthorised access to the activity.

A Course Creator needs to either remove or alter the restrictions in the edit page.

Assignment

Not available unless:
- All of:
  - All of:
    - You are assigned to the Organisation: **(Missing organisation)**
    - You are assigned to the Position: **(Missing position)**
  - You are a member of the Audience: **(Missing audience)**
- The activity **(Missing activity)** is marked complete

Assignment