

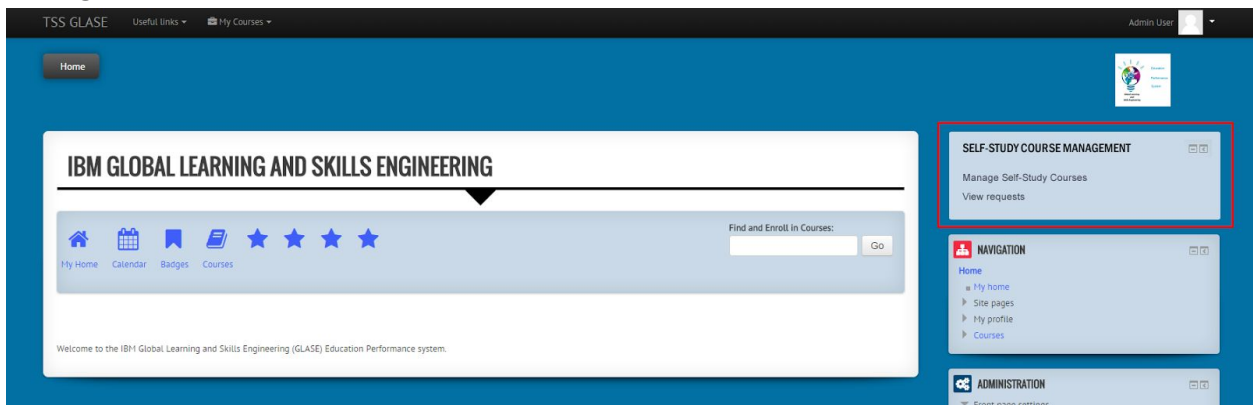
# SELF-STUDY COURSE CREATION AND REQUEST PLUGIN - WORKFLOW PROCESS

For an easier way to manage the plugin, Paradiso will implement the **“Self-study Course Management”** block which will be visible for Admins and Course creators. This block allows the creation of self-paced courses, view and manage requests.

The **“Manage Self-study courses”** link will be shown to course creators users and it will take them to the page where self-study courses can be edited, managed and created.

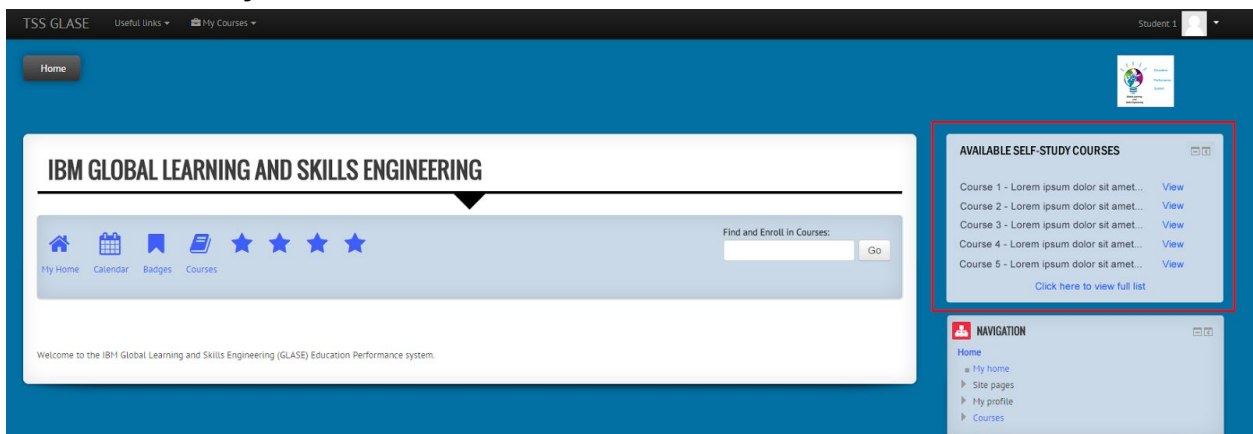
The **“View requests”** link will be shown to self-study shipping managers and it will allow them to see the list of new and pending request, manage request status and export list to an excel file.

## BLOCK: Self-Study Course Management: course creator and Self-Study Shipping Manager view:



Additionally, Paradiso will implement the **“Available Self-study Courses”** list block which will allow students to view the list of self-paced courses.

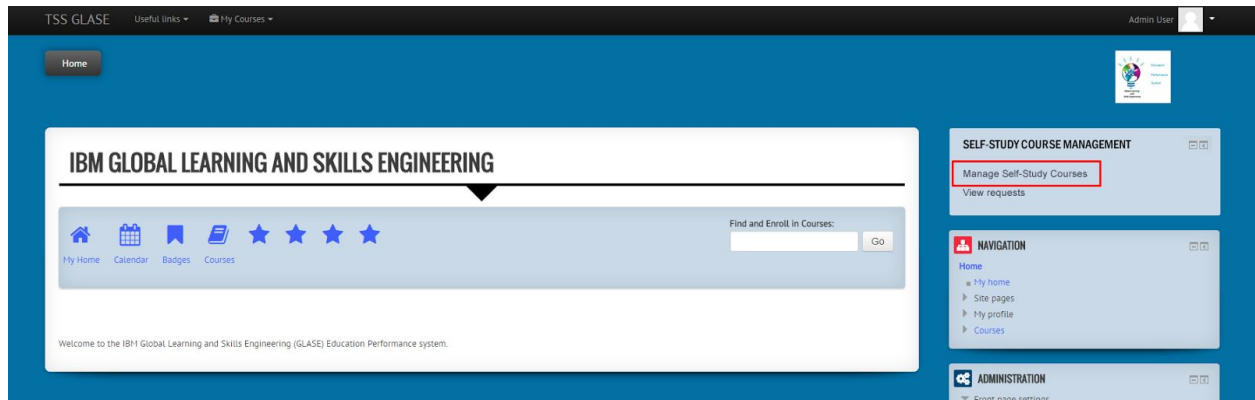
## BLOCK: Self-study course list block:



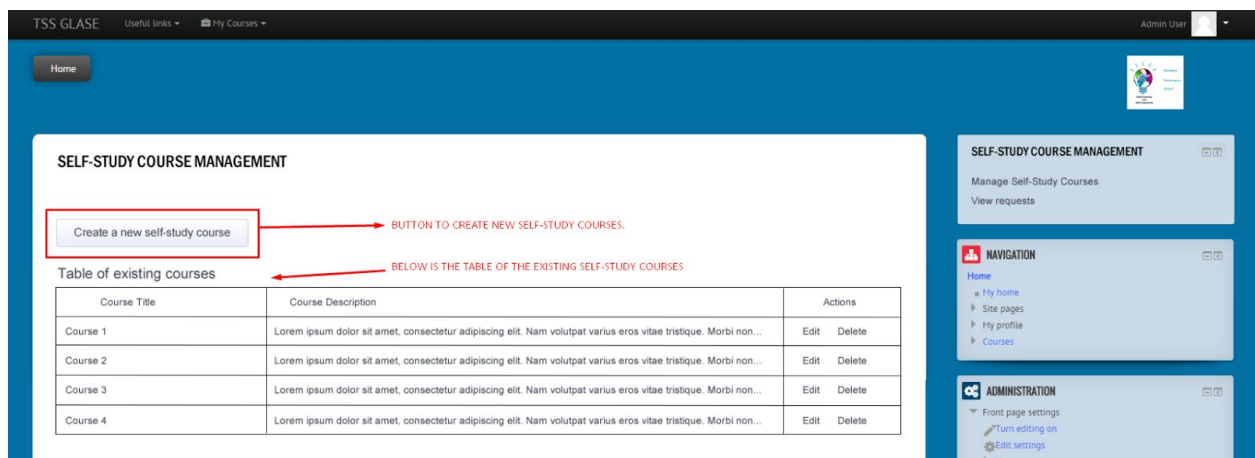
# WORKFLOW

## ROLE: COURSE CREATOR

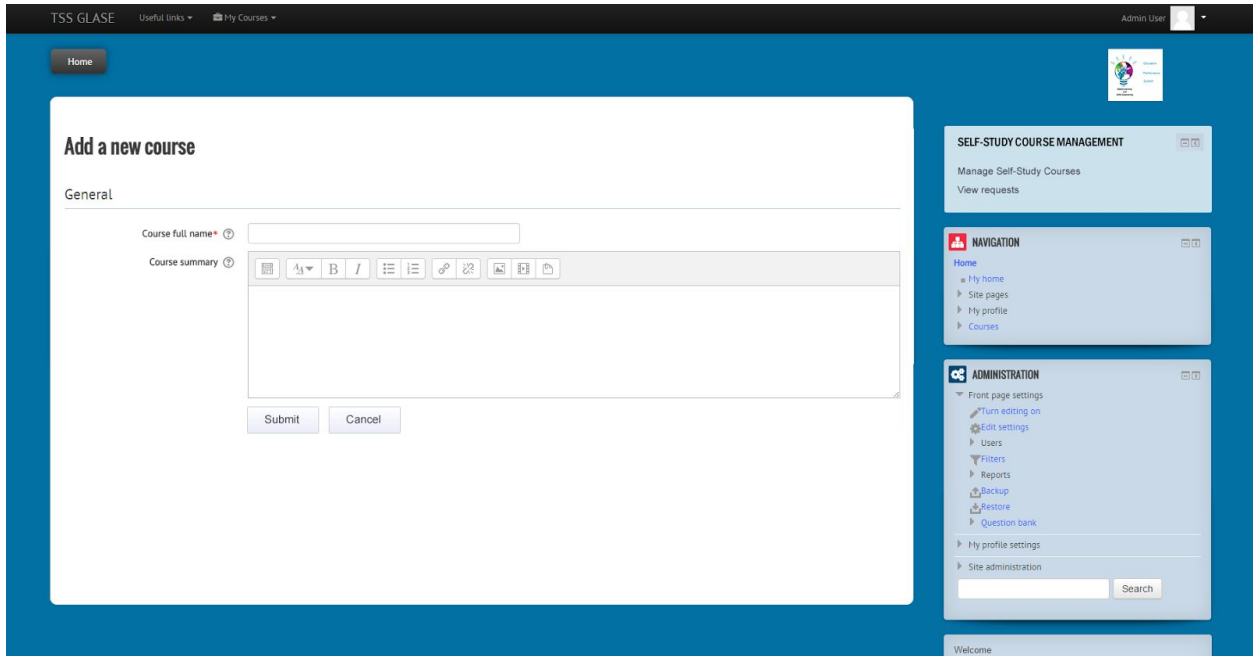
1. Click on “*Manage self-study courses*” to load the Self-Study Course Management page.



2. To create a Course, click in “*Create a new self-study course*” button. To manage existing self-study courses, click in the “*edit*” action or “*delete*” if you want to remove courses.

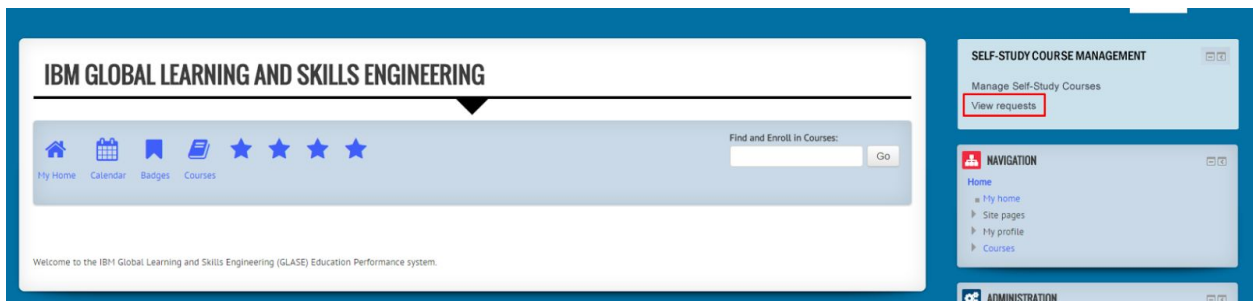


3. When clicking the “*Create a new self-study course*” button, the “Add a new course” page will load.
4. Fill in the course fullname and the course summary and click submit to save the new self-study course.



## ROLE: SELF-STUDY SHIPPING MANAGER

1. Click on “View requests” link to load the “View Requests” page.



2. In the “VIEW REQUESTS” page there are 2 tabs; The “*Pending tab*” to see all pending requests, and the “*Full list*” tab to see all requests and manage requests status as completed, or cancelled if needed.

**VIEW REQUESTS**

Pending Full List

List of requests

Student	Course Title	Request date	Status	Actions
Andrew Ramos	Course 1	08/14/2015	Pending	Complete Cancel
David Quinn	Course 1	08/14/2015	Pending	Complete Cancel
Tod Morris	Course 2	08/14/2015	Pending	Complete Cancel
Steve Jhonson	Course 3	08/14/2015	Pending	Complete Cancel

[Export to excel sheet](#)

**SELF-STUDY COURSE MANAGEMENT**  
Manage Self-Study Courses  
View requests

**NAVIGATION**  
Home  
My home  
Site pages  
My profile  
Courses

**ADMINISTRATION**  
Front page settings  
Turn editing on  
Edit settings  
Users  
Filters  
Reports  
Backup  
Restore  
Question bank  
My profile settings  
Site administration

## ROLE: LEARNERS

1. Login as a Student user and locate the “Available Self-study Courses” Block at one side of the screen. (Students can see up to 5 courses in the block).
2. Click on “Click here to view full list” to load the “Self- Study Courses List” page.

**IBM GLOBAL LEARNING AND SKILLS ENGINEERING**

My Home Calendar Badges Courses

Find and Enroll in Courses:  Go

Welcome to the IBM Global Learning and Skills Engineering (GLASE) Education Performance system.

**AVAILABLE SELF-STUDY COURSES**

- Course 1 - Lorem ipsum dolor sit amet... [View](#)
- Course 2 - Lorem ipsum dolor sit amet... [View](#)
- Course 3 - Lorem ipsum dolor sit amet... [View](#)
- Course 4 - Lorem ipsum dolor sit amet... [View](#)
- Course 5 - Lorem ipsum dolor sit amet... [View](#)

[Click here to view full list](#)

**NAVIGATION**  
Home  
My home  
Site pages  
My profile  
Courses

3. In the “Self- Study Courses List” page, Search the course you want to request and click on “Request a Copy” (Or request shipment/ or register??)

TSS GLASE Useful links My Courses Student 1

Home

### SELF-STUDY COURSES FULL LIST

**COURSE 1**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam volutpat varius eros vitae tristique. Morbi non dapibus tortor, eu vehicula lacus. Donec at mollis turpis, ut convallis neque. Sed ultricies, leo sed laoreet venenatis, mi libero sodales turpis, id consequat ipsum ante ac enim. Donec in elementum enim.

Request a copy

**COURSE 2**

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Request a copy

**COURSE 3**

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Request a copy

### AVAILABLE SELF-STUDY COURSES

- Course 1 - Lorem ipsum dolor sit amet... [View](#)
- Course 2 - Lorem ipsum dolor sit amet... [View](#)
- Course 3 - Lorem ipsum dolor sit amet... [View](#)
- Course 4 - Lorem ipsum dolor sit amet... [View](#)
- Course 5 - Lorem ipsum dolor sit amet... [View](#)

[Click here to view full list](#)

### SELF-STUDY COURSE MANAGEMENT

My self-study courses

### NAVIGATION

- Home
- My home
- Site pages
- My profile
- Courses

### ADMINISTRATION

- My profile settings

Welcome to the TSS Global Learning and Skills Engineering (GLASE)

4. The Request Form page will load
5. Fill in the shipping information