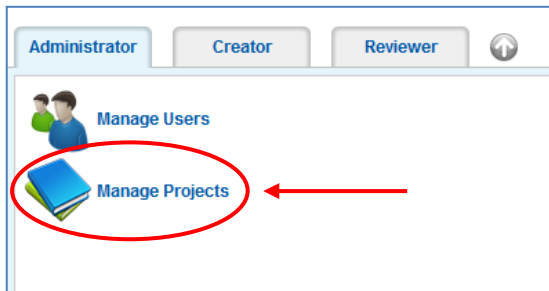


Unlocking Course Elements

Sometimes, it is possible that some of your course elements (e.g. individual screens) become locked although nobody is working on them. In this case, the course will not become locked, so an administrator will have to unlock the individual course element.

To do this:

- 1) From the **Administrator** tab, click on **Manage Projects**:



- 2) From the list of projects, click on the spectacles icon to the right of the course that has an element which has become locked:

The screenshot shows a table of projects. The first row is highlighted. A red arrow points to the spectacles icon in the 'Tools' column of this row.

Project Name	Project ID	Description	Status	Date Shared	Date Published	Date Created	Date Modified	Modified By	Tools
Safe Manual Handling	MH01	some course description	In Progress	23/05/2012 13:21:32	23/05/2012 13:21:32	23/05/2012 13:21:32	23/05/2012 13:21:32	Marzia Edwards	
Bread Baking	ME30	This course will teach you how to bake different types of bread successfully	In Progress	30/04/2012 11:23:46	30/04/2012 11:23:46	30/04/2012 12:00:36	30/04/2012 12:00:36	Marzia Edwards	
Marzias course	ME25	This course will teach you something	In Progress	11/04/2012 12:00:36	11/04/2012 12:00:36	11/04/2012 12:00:36	11/04/2012 14:54:38	Marzia Edwards	
Shona Example Questions	SSEXQUEST	Built for the collaborative event in Scotland on 01 December 2012	In Progress	29/11/2011 14:54:38	29/11/2011 14:54:38	29/11/2011 14:54:38	29/11/2011 14:54:38	Shona Smart	
Using the LMS Content Integration Utility	LN001		In Progress	25/08/2011 22:28:21	13/10/2011 15:20:25	25/08/2011 22:28:21	13/10/2011 15:20:25	Natasha White	
Safe Manual Handling	HS04-COPY	This course will enable you to adopt the attitudes, procedures and techniques necessary to safely lift and handle loads of all types.	In Progress	08/08/2011 19:53:34	23/05/2012 13:21:32	08/08/2011 19:53:34	23/05/2012 13:21:32	Marzia Edwards	
The Bribery Act 2010 - Demonstration	EB01-DEMO	This is a demonstration of the bribery course for you to evaluate.	In Progress	14/06/2011 12:04:46	15/07/2011 10:32:41	14/06/2011 12:04:46	15/07/2011 10:32:41	Laura May	

- 3) You will see the course structure appear on the screen. Elements that have become locked, will display a closed padlock icon to their right. Click on it.

The screenshot shows the 'Project Details' view for the 'Safe Manual Handling' project. A tree structure of elements is displayed. A red arrow points to a closed padlock icon next to the '1. Page 1' element.

Item Type and Name	Item ID	Description	Status	Date Created	Date Modified	Modified By	Comment	Tools
Safe Manual Handling	MH01	some course description	In Progress	23/05/2012 13:21:32	23/05/2012 13:21:32	Marzia Edwards		
Glossary		Project Glossary	In Progress	23/05/2012 15:30:39	24/05/2012 13:06:11	Marzia Edwards		
Resources		Project Resources	Not Started	25/05/2012 13:10:32	25/05/2012 13:10:32	Marzia Edwards		
1. Module 1		This is the first module of this course.	In Progress	23/05/2012 13:21:32	23/05/2012 13:21:32	Marzia Edwards		
1. Unit 1		This is the first unit of the first module of this course.	In Progress	23/05/2012 13:21:32	23/05/2012 13:21:32	Marzia Edwards		
1. Page 1		This is the first page in the first unit of the first module of this course.	Not Started	23/05/2012 13:21:32	23/05/2012 13:21:32	Marzia Edwards		
2. Assessment 1		This is the first assessment in the first unit of the first module of this course.	In Progress	23/05/2012 13:21:32	23/05/2012 13:21:32	Marzia Edwards		
1. Assessment 1 - Question 1		This is the first question in the first assessment in the first unit of the first module of this course.	Not Started	23/05/2012 13:21:32	23/05/2012 13:21:32	Marzia Edwards		
2. Assessment 1 - Summary		This is the summary of the first assessment in the first unit of the first module of this course.	Not Started	23/05/2012 13:21:32	23/05/2012 13:21:32	Marzia Edwards		

- 4) A warning will appear on the screen asking you to confirm the action. Click on the **OK** button to proceed:

