

Both Reviewers and Creators can access a preview of the course while it is being built. This can be very useful to check if the information flows naturally and coherently between screens and to check the full user experience of the course in its entirety, rather than screen by screen.

You can do this by clicking on the 'Preview Project' button available from the top right hand corner of the screen when viewing the course structure:

Item Type and Name	Item ID	Description	Status	Date Created	Date Modified	Modified By	Comment	Tools
<input type="checkbox"/> 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 10:53:34	23/05/2012 13:20:32	Marzia Edwards		
<input type="checkbox"/> Glossary		Project Glossary	Not Started	23/05/2012 13:18:05	23/05/2012 13:18:05	Marzia Edwards		
<input type="checkbox"/> Resources		Project Resources	Awaiting Review	28/10/2011 09:59:26	10/01/2012 15:38:54	Vicky Mountjoy		
<input type="checkbox"/> 1. Manual Handling		This course will help you to explain why safe manual handling in the workplace is important, and describe the various approaches to avoiding injury through poor manual handling techniques.	In Progress	08/08/2011 10:53:34	10/01/2012 15:38:54	Vicky Mountjoy		
<input type="checkbox"/> 1. Module 1: An Introduction to Manual Handling		This first module will introduce you to manual handling.	In Progress	08/08/2011 10:53:34	10/01/2012 15:38:54	Vicky Mountjoy		
<input type="checkbox"/> 1. What is Manual Handling?	mhm1v01	This screen explains what is meant by the term manual handling.	Complete	08/08/2011 10:53:34	23/05/2012 10:32:08	Marzia Edwards		
<input type="checkbox"/> 2. Course Contents	mhm1p02	This screen lists the course contents.	Awaiting Review	14/09/2011 11:18:19	03/12/2012 15:12:49	Marzia Edwards	Background is too dark. Please change to a lighter shade of grey.	
<input type="checkbox"/> 3. Manual Handling and the Law - Screen 1	mhm1p03	This screen explains what employers must do eliminate or reduce risk.	Complete	14/09/2011 11:20:05	10/04/2012 14:19:35	Marzia Edwards		

You will see the following screen, which will ask you to select the theme for this course:

Creator > Edit Project > Preview Project

Project: HS04-COPY: Safe Manual Handling

Step 1: Please select a theme for your project preview: -

Default Theme

Personal Safety Theme

Business Ethics Theme

Concrete Blue Theme

Management Skills Theme

Housing Theme

Select the theme you wish to use for your preview (this will not affect the look of the course when it will eventually be published, so you can select any theme you prefer), then click on the **Next** button.

You will see another section being added at the bottom of the screen explaining how the project will be published:

Step 2: The following publishing settings will be used for your preview: -

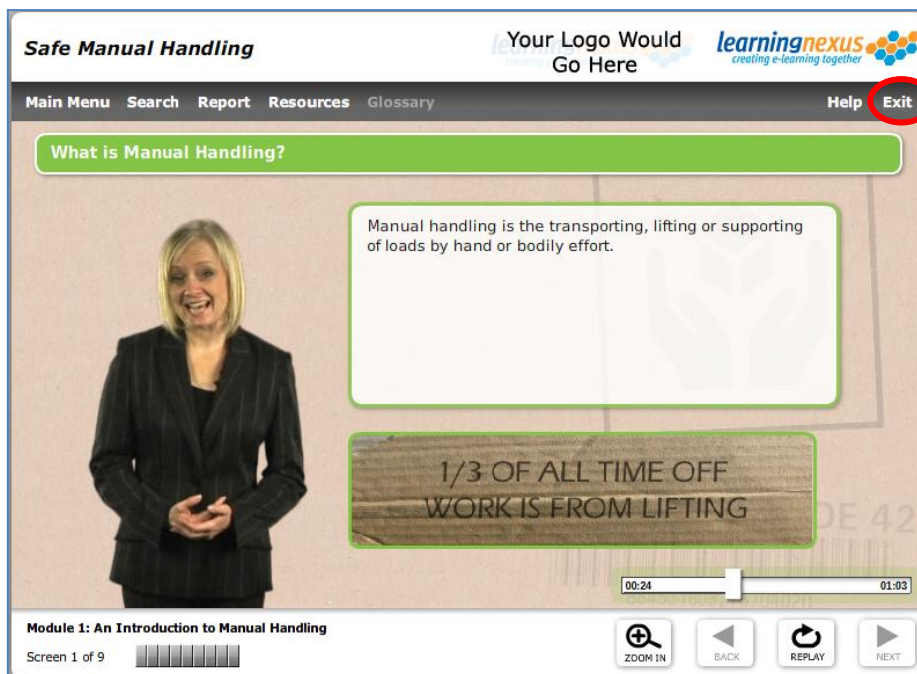
- The course will run as it would when using an LMS with the project being a single SCO.
- All assessments will have a pass mark of 60%.
- All assessments will be included in the overall score.
- Assessments will not be randomised and all the questions will be asked.
- All units can be accessed in any order.

Next

Once again these settings will not affect the setting of your course when published.

Click on the **Next** button again to continue.

At this point the course will load and you will be able to use it as if it was the final published version:



The screenshot shows a video player interface for a course titled "Safe Manual Handling". The video content includes a presenter and text boxes explaining manual handling and a statistic: "1/3 OF ALL TIME OFF WORK IS FROM LIFTING". The video player controls at the bottom show a progress bar at 00:24 of 01:03, and buttons for ZOOM IN, BACK, REPLAY, and NEXT. In the top right corner of the player, there are "Help" and "Exit" buttons, with the "Exit" button circled in red and a red arrow pointing to it from the right.

To return to the Course Builder screen, use the **Exit** option as you would when using a normal course.

**Note:** While a course is being reviewed using this method, it will become unavailable for viewing or editing by any other Course Builder user, so it is important that you close the course as soon as you have finished reviewing it.