

**Company: Realizeit**

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# 1 Introduction

This a feature that requires the student to input a 'Product access key' before they can begin learning in Realizeit. The system can generate a specified amount of product access keys which will allow the students access to the content contained within the learning objectives.

**Note:** This feature must be turned on prior to the product being assigned to the group/section.

## 1.1 Generating Product Access Keys

The user generating the product access keys will need to have the 'Product keys' aspect. Typically, the generation of access keys will be conducted by the IntAdmin user. Contact Realizeit to request the 'Product keys' aspect.

- Go to the user menu dropdown, select Product data > Products
- On the products page, click on 'Keys'. (Note: the 'Keys' button will only be available to a user that has the 'Product keys' aspect.)

The screenshot shows the 'Products' interface. At the top, there are tabs for 'Product folders', 'Grading definitions', 'Refresh knowledge definitions', 'Products', and 'Product set'. Below these are filter dropdowns for 'Consumer' (No filter), 'Product folder' (All), 'Type' (All), and 'Version'. A 'Conditions' section allows setting criteria: 'Data field' is 'Name', 'Operator' is 'Contains', and 'Value' is 'manag'. There are buttons for 'Use condition(s)' and 'Clear condition(s)'. Below the conditions, it says 'Number of records: 1'. A table displays the product details:

	Product code	Product name	Focus	Display number	Contents
View Keys	DO_01	Fundamentals of Management	People	1	Objective: Introduction to Management Objective: Management Function: Plan Objective: Management Function: Organize Objective: Management Function: Lead

- On the Keys for a product page, click on 'Create key(s)'.
- In the 'Number to create' field in the 'Create new key(s)' area type in the number of required keys.
- Choose the Organization for the Organization for issue
- Click on 'Create new key record(s)'.

- All keys are presented in the Keys area. Scroll down and click on 'Export to excel' to export the keys.

When the user returns to the product and selects 'Keys' the list of keys will be presented again. The user can filter the keys by 'Keys that have been used' and 'Keys that have not been used'. The user can also create additional keys by clicking on Create key(s) at the bottom of the page.

## 1.2 1.2 Setting the Product to Require Access Keys

- View the product from the Products page.
- Scroll down to the 'Access keys' area. If this area is not expanded scroll down and click on 'More'. Then, click on 'Access keys' to expand it.
- Check the box for 'Key required for access to learning'. If the key should allow a user access to a future version of the course for example a repeat student, then check the box for 'Key provides access to future versions'.
- Scroll down and click on 'Save changes' for the product.

Should learners require a key to access this product?

☒ Key required for access to learning ☐ Key provides access to future versions

- If a 'trial period' (a period whereby the keys are not required) is required, specify the 'Time Zone' which should be adhered to when the trial period ceases.
- Choose a date after which the key will be required.
- If multiple products can use the same set of keys then a Product set is required. This is selected in the 'You can specify a product set containing products for which the keys are interchangeable'.
- The Access keys area allows the user to define a message that should be shown to users prior to the cut-off date and, and a message that will be shown thereafter. Expressions can be used in the messages, some of which are listed below;
  - ##Person.name## - This will insert the student's name in the message presented to them.
  - ##Product.name# - This will provide the name of the product/course in the message.

- `##Product.key_date##` - This provides the ‘cut off’ date specified in the Access keys area.

A sample message might be:

`##Person.name##`, you need to purchase an access key from the store. When you obtain the key please enter it here. You can use `##product.name##` until `##product.key_date##`. After this date you must provide a key.

**Note:** if there is a specific message required, please contact the support team to help with constructing the message.

▼ Access keys


Should learners require a key to access this product?

☒ Key required for access to learning ☐ Key provides access to future versions

Time Zone

(GMT-06:00) Central Time (US & Canada) ▼

You can specify a date after which the key will be required to access this product

8/31/2018 12:00: 

You can specify a product set containing products for which keys are interchangeable

Business Courses ▼

You can create a message to be shown to students up to the point that the access key is required

<p>Hello `##person.forename##`,</p>  
<p>This course requires an access key for use. This can be purchased from <a href="http://www.example.com">www.example.com</a>, and should be entered below when you have received it.</p>

▲ ▼

You can create a message to be shown to students once an access key is required

You must purchase an access key to continue learning. Please input it below.

