ROCHESTER Spaces • People Calendars Creating Approval Workflows

 Creating a Test Creating Deep Links

• Curriculums

Data Merge

• CustomGuide Process

• <u>Evaluations</u>

• Events, Sessions, Rosters User Gu

• Events and Sessions

• HTML Script for ILT Zoom Sessio

<u>Learning Assignment Tool (LAT)</u>

Learning Job Aids

Learning Objects Overview

Mobile App Login

Mobile App Navigation

New Employee Orientation (NEC

• On the Job Training Overview

• Removing Trainings with the Trai

• System Generated Emails Test Reset

• **Uploading Online Courses**

Uploading Videos

> Permissions

> Performance

> <u>Troubleshooting Procedures</u>

• <u>Useful Links</u>

Job Aids

Drafts

• File lists

Space tools <<

Uploading Online Courses Created by <u>Harris, Jeffrey</u>, last modified on <u>12/07/2021</u>

Before you start the upload process be sure to have:

i Note All online classes must be uploaded to pilot first and tested by the course owner before they are moved to production.

• **Provider** – this is the one place where you can change the provider later

Availability

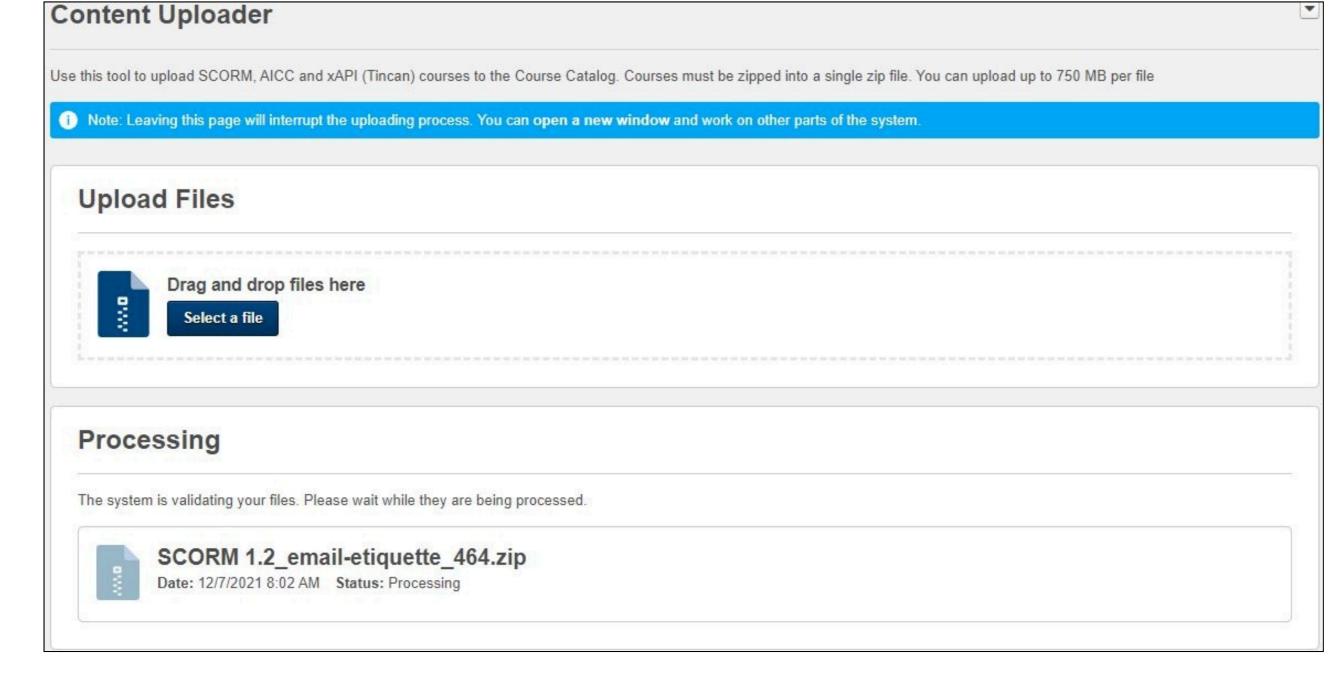
• File – Course types that can be uploaded: SCORM 1.2, SCORM 2004 or AICC. The recommended file size for SCORM courses is a maximum of 250MB. AICC course formats may be batch uploaded with a maximum of 100 courses per batch.

Q Search

Uploading the File:

1. On the menu bar navigate to **Content Mgmt** > **Content Uploader**

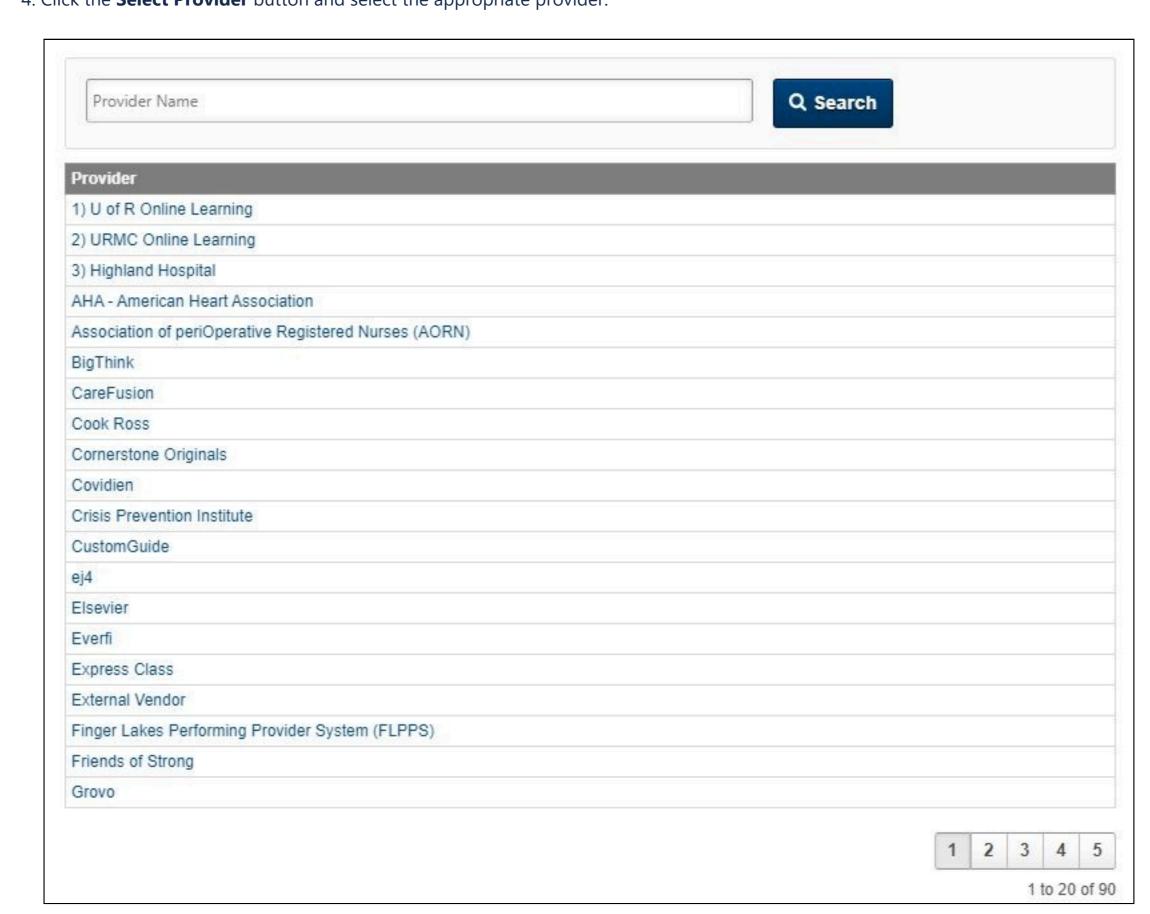
2. Select the file using the **Select a file** button



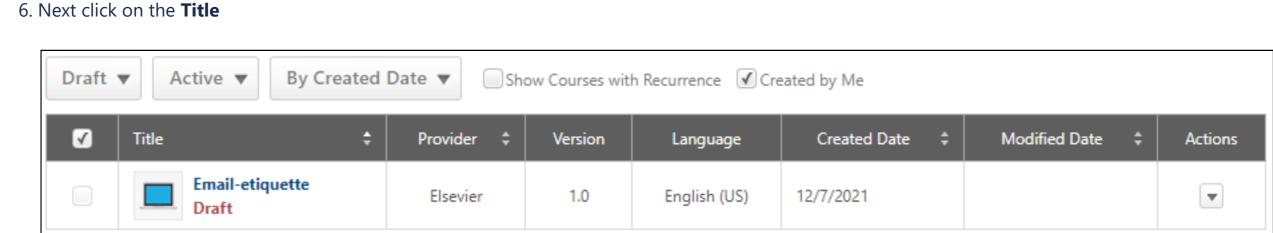
3. A status of Uploaded Successfully will appear when the process is done. If the message doesn't appear click the refresh button.



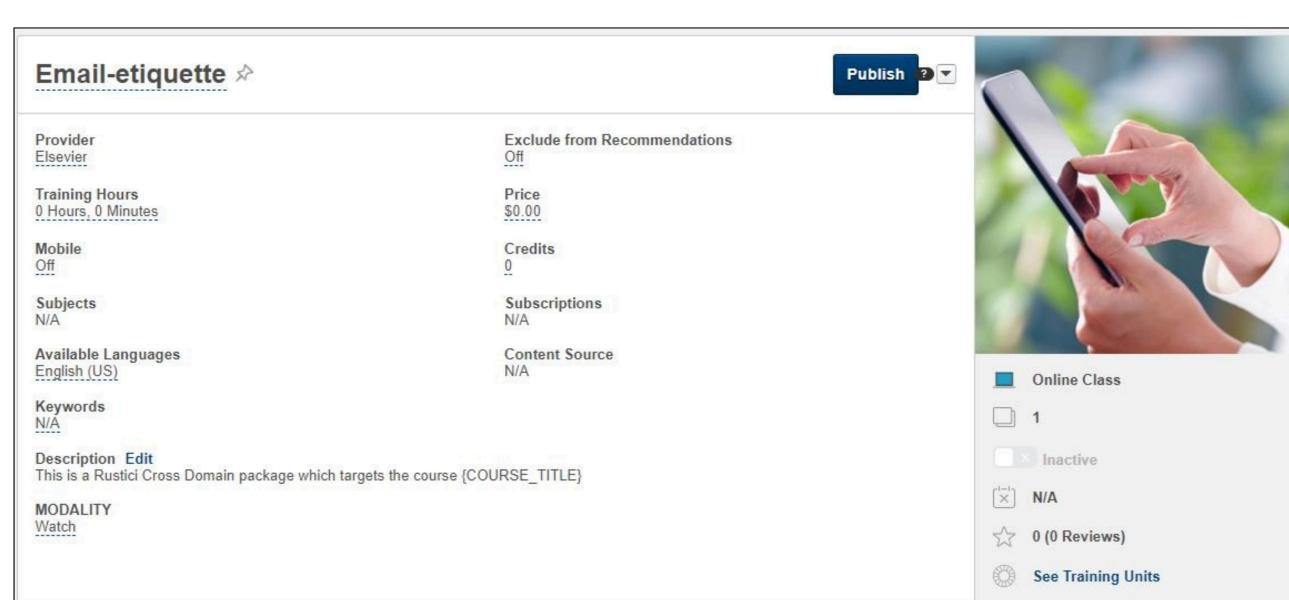
4. Click the **Select Provider** button and select the appropriate provider.

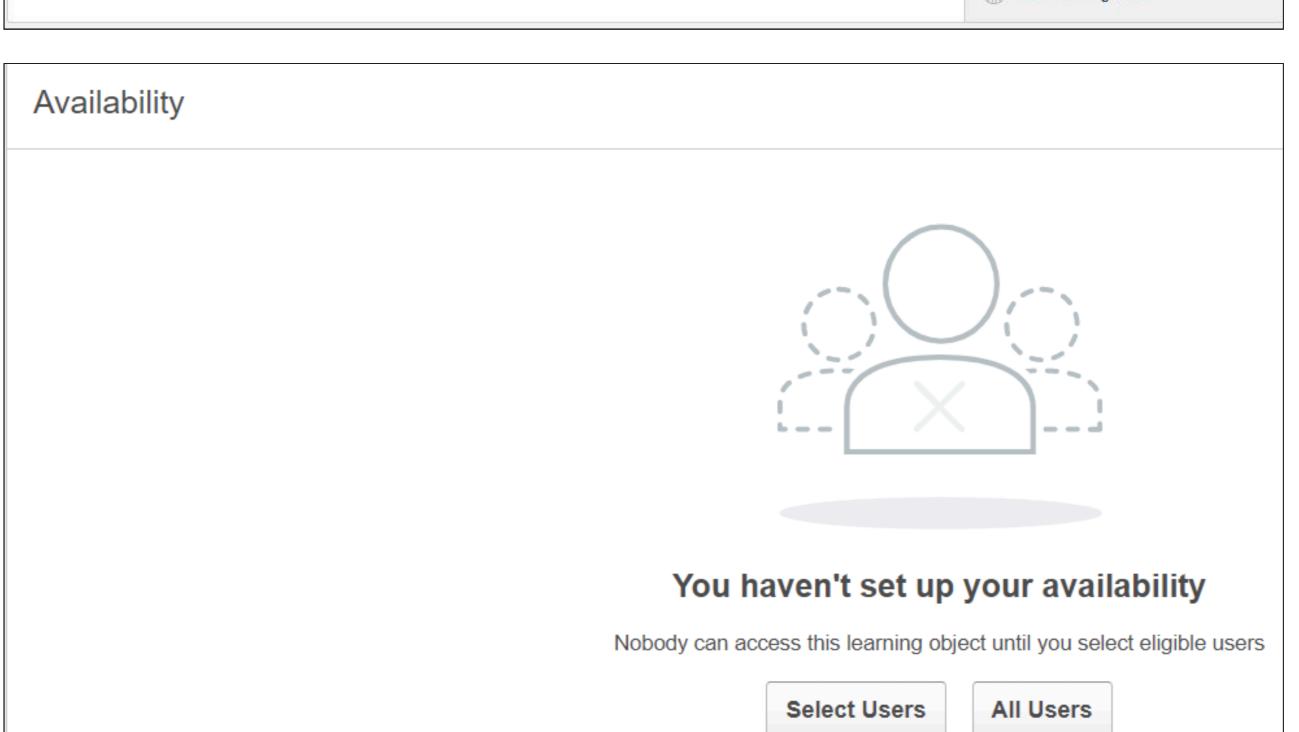


View Catalog 5. Next click View Catalog button



7. On the next page you can edit the details of the course. The following fields should be filled out: **Training Hours**, **Subjects**, **Keywords**, **Description** and **Availability**.





8. Next click Publish.

i Note

• Once course is uploaded in pilot and production, always preview the course first. If the course doesn't work there is no reason to continue with the upload process. Never assume that if the course worked in pilot it will work in production. There have been instances where it has not.

• When testing confirm the course plays and the bookmarking works, meaning when you leave the course saves your progress. It could reopen to the same page or same section

• Course files can be updated using a replace or reversion. Replace publication files are used when the course structure has not changed. Reversion is used when the structure of the course has changed (please see the quick start guide on updating content for replacing or versioning course files).

Related articles

On the Job Training Overview