



Content Uploader - Create an Online Course - Overview

Using the Content Uploader, you can upload new online courses to the system and then use the Course Catalog and Course Console to configure the metadata for the course.

Content Uploader can be self-activated in Feature Activation Preferences. To activate, [Admin > Tools > Learning > Learning Preferences > Feature Activation Preferences](#). In the **Activate Content Publishing Features for Online Courses** section, click **Activate**.

Help Documentation

Click the following links for related help articles:

- Create an online course - [See Content Uploader - Upload Files](#).
- View an audit of a course's uploads - [See Content Uploader - Online Course Upload History](#).
- Different ways to update an online course - [See Online Course Versioning vs. Modifying - Overview](#).

Use Case 1: Upload Online Courses

William is a content developer at ABC Corporation. He completed the development of ten different IT Security Policy courses and wants to upload them to the system. William opens the Content Uploader, then drags and drops the files he wants to upload into the upload box. He can track the upload progress and see if the courses were uploaded successfully. Once the files have been uploaded successfully, drafts are automatically created for each course in the Course Catalog.

Use Case 2: Edit and Publish Draft Courses

William sees that one of his courses was uploaded successfully to the system, and now he wants to edit and publish the course. He accesses the Course Catalog and opens the draft course. He previews the course and finds that it works as expected, so he edits the course metadata and publishes it. If needed, he can continue to edit other fields directly from the Course Catalog.

Permissions

The following permissions apply to this functionality:

PERMISSION NAME	PERMISSION DESCRIPTION	CATEGORY
Assignment Tool - Standard and Dynamic	Grants ability to create Standard (one-time) and Dynamic (continuous) Learning Assignments to directly assign training to users. This permission can be constrained by OU, Provider, Training Item, Training Type, User, User Self and Subordinates, and User's OU. If this permission is constrained by Location, Provider, Training Type, or Training Item, then they can only assign training within the constraints. If this permission is constrained by OU, User, User Self and Subordinates, or User's OUthen they can only assign to users within the constraints and view assignments created by users within the constraints. This is an administrator permission.	Learning - Administration
Assignment Tool - Standard and Dynamic - Recurrence	Grants ability to create Standard (one-time) and Dynamic (continuous) Learning Assignments to directly assign training to users. Also grants ability to enable/disable Recurrence when creating a Dynamic Learning Assignment. This permission can be constrained by OU, Provider, Training Item, Training Type, User, User Self and Subordinates, and User's OU. If this permission is constrained by Location, Provider, Training Type, or Training Item, then they can only assign training within the constraints. If this permission is constrained by OU, User, User Self and Subordinates, or User's OU, then they can only assign to users within the constraints and view assignments created by users within the constraints. This is an administrator permission.	Learning - Administration
Course Catalog - Update	Grants ability to manage and edit training items listed in the Course Catalog and grants access to the Course Console, where training can also be managed and edited. This permission also grants access to the Popular Requests and Highest Rated widgets on the	Learning - Administration