



## Content Uploader - Upload Files

The Content Uploader page allows administrators to easily upload and track online course files. The Content Uploader page allows administrators to upload multiple course files at one time, view upload statuses, access the Upload History page, and bulk publish courses. The following Content Uploader sections indicate the current status of the uploaded course files and allow the administrator to take action on the files:

- Upload Files
- Processing
- Needs Provider
- Draft Ready

**Note:** *If no files meet the criteria for the Processing, Needs Provider, or Draft Ready sections, the associated section does not display on the page.*

To access the Content Uploader, go to [Admin > Tools > Learning](#) and click the **Content Uploader** link.

**Note:** *Content Publisher functionality is only available after it has been activated in your portal. To access Content Activation Preferences, go to [Admin > Tools > Learning > Learning Preferences](#) and click the **Feature Activation Preferences** link.*

### Permissions

PERMISSION NAME	PERMISSION DESCRIPTION	CATEGORY
Course Catalog - Update	<p>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 Admin Console (in conjunction with the Learning Admin Console - View permission). This permission also allows administrators to version online courses via the Course Console page. This permission also allows administrators to access an <b>Edit Training</b> option for training items included as objectives in Development plans.</p> <p>This permission can be constrained by OU, User's OU, Training Type, Training Item, Provider, ILT Provider, User's ILT Provider, User, User Self and Subordinates, and User's LO Availability. This is an administrator permission.</p> <p><b>Note:</b> <i>Adding an OU constraint and a provider constraint to this permission results in an "AND" statement.</i></p>	Learning - Administration
Course Catalog - View	<p>Grants access to view the learning objects in the course catalog and enables administrators to view the Course Console and the Popular Requests and Highest Rated widgets on the Learning Admin Console (in conjunction with the Learning Admin Console - View permission). This permission can be constrained by OU, User's OU, Training Type, Training Item, Provider, ILT Provider, User's ILT Provider, and User's LO Availability. This is an administrator permission.</p> <p>Adding an OU constraint and a provider constraint to this permission results in an "AND" statement.</p>	Learning - Administration
Content Uploader - Manage Uploads with Undefined Providers.	Allows administrators to view and manage uploads with undefined providers on the Uploads History page.	Learning - Administration
Online Class - Publish	<p>Grants access to two pieces of functionality:</p> <ul style="list-style-type: none"><li>• Publish button on the Course Console, allowing administrator to publish a draft online class.</li><li>• Upload section of the online class versioning workflow.</li></ul>	Learning - Administration
Online Class - Upload	Grants access to the Content Uploader where an administrator can upload zip packages to create draft online classes. In addition	Learning - Administration