

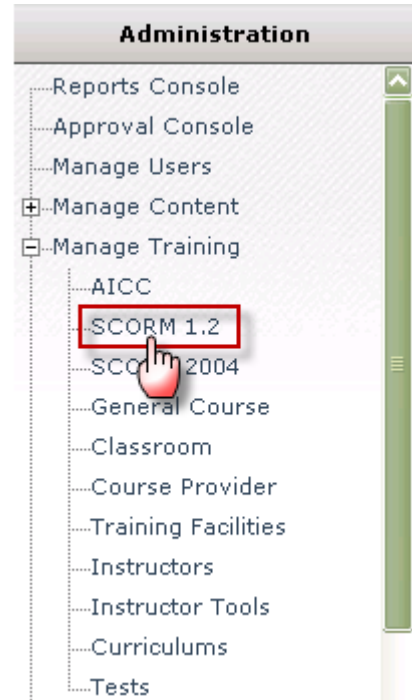
ILEARNOREGON

ADDING A NEW ONLINE COURSE

This job aid provides you with the minimum steps that you need to take in order to add a new online course.

To add a new online course in iLearnOregon you need to complete the following steps:

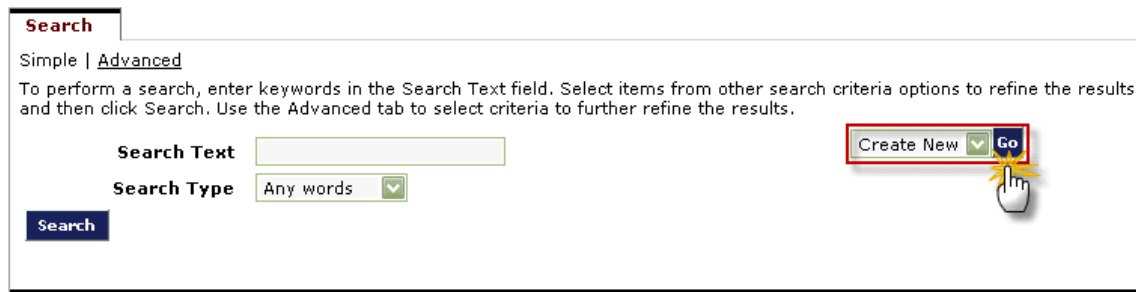
1. Click **Administration**.
2. Click the plus sign next to **Manage Training**.
3. Click **SCORM 1.2**.



4. Select **Create New** from the Page menu.
5. Click **Go** to access the Upload Course Files page.

SCORM 1.2

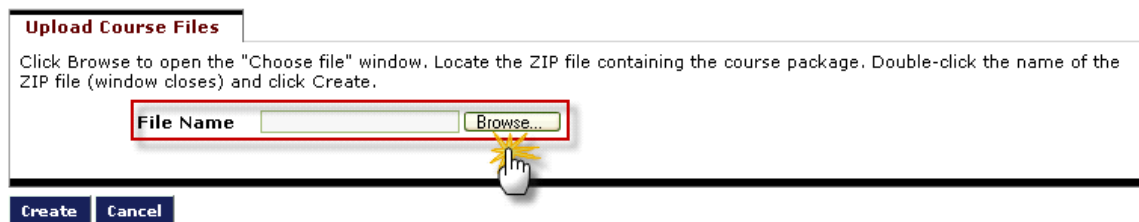
Search for, create and manage SCORM 1.2 courses, and perform other actions for the courses. When managing a course, use the workflow steps to enter information for the course.



6. Click **Browse** to search for your zip file that you want to upload.

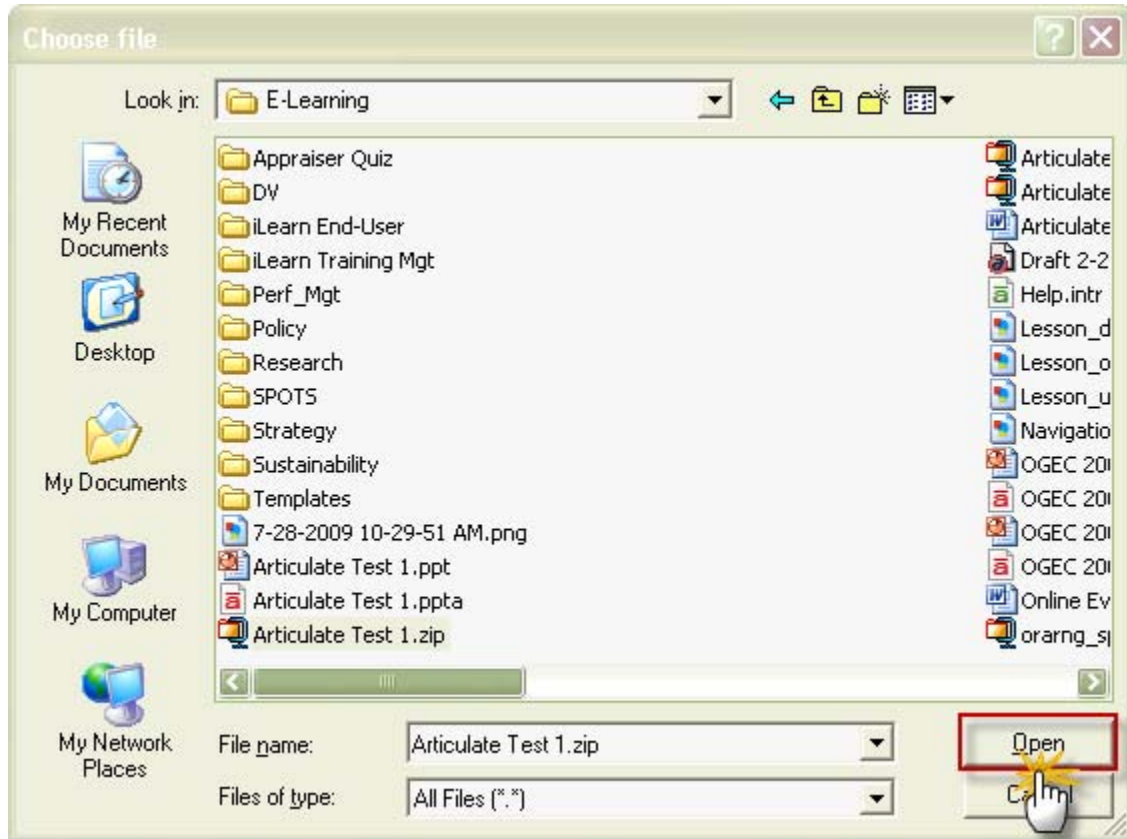
New Course

Search for, create and manage SCORM 1.2 courses, and perform other actions for the courses. When managing a course, use the workflow steps to enter information for the course.

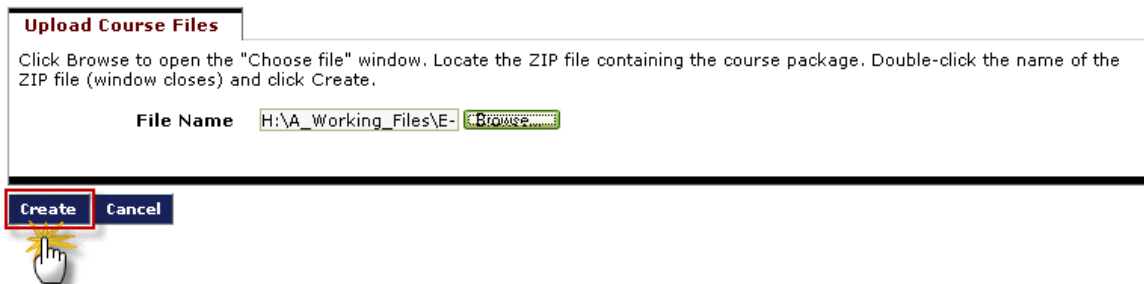


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7. The Choose File window opens. Navigate to where your zip file is saved. Select the file and click *Open*.



8. Once the zip file is added, select *Create*. This will take you to the Edit Summary tab and a confirmation displays that the course was created.



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9. On the Edit Summary page the title, description, and keywords are populated. You can change the information.

Edit Summary | Comments | Preview

Type new or change existing summary information about this course. The system also uses this information to find the course when users perform searches.

* **Title**

* **Description**

* **Keywords**

Course Cost

Course Provider

Duration (Hours)

Course Number

Credit Type

Credit Value

10. If you update any information on the Edit Summary page, click **Save**.
11. Select the **Check In** tab when you have completed setting up the course so that users may access it, and the "Available" icon displays for the course in the Editing Status column in search results.



PUBLISHING TIPS

- Publish all courses in SCORM 1.2.
- Publish the score as a percentage (%) instead of the raw score.
- Publish course reporting status as "Complete/Incomplete".
- Have users initially select the "close course" option as designed in the authoring tool. This allows the course to properly send all specific course information to iLearnOregon. Only after the user clicks the authoring tools "close" feature, can the user then select the "close course" button in the upper right corner of the iLearnOregon course window.
- iLearnOregon logs the # of attempts. Attempts are defined as independent "course completions". All activity in a course which does not complete a course (course stays in "incomplete" status) is defined as the first attempt. Only when the course completes as designed by the authoring tool, does it log as an attempt.

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- When a user completes a course make sure that they first click on the authoring tools' "close/exit" button which will close the course but not the pop-up window. In order to close the pop-up window they will then need to click the iLearnOregon "close course" button in the upper right corner of the course window.