

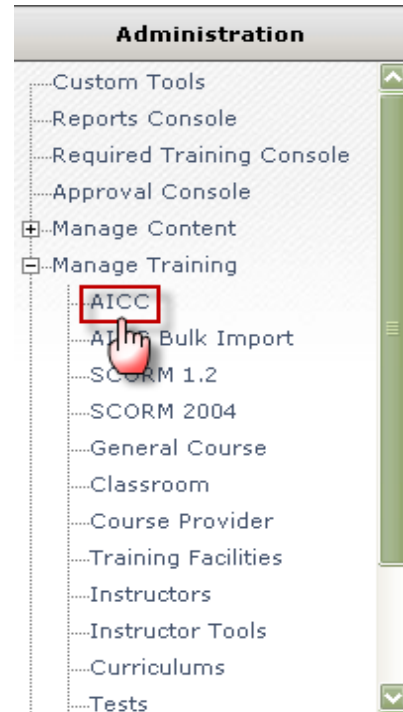
ILEARNOREGON

ADDING A NEW AICC ONLINE COURSE

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

To add a new AICC 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 **AICC**.



4. Select **Create New** from the Page menu.
5. Click **Go** to access the Upload Course Files page. AICC courses consist of 4 files – Assignable Unit file (.AU), Course file (.CRS), Course Structure file (.CST), and Description file (.DES).

AICC



Create and manage AICC courses, including assigning surveys to the courses.

Search

Simple | Advanced

To perform a search, enter keywords in the Search Text field. Select items from other search criteria options to refine the results and then click Search. Use the Advanced tab to select criteria to further refine the results.

Search Text

Search Type All words

ILEARNOREGON

ADDING A NEW AICC ONLINE COURSE

6. Click **Browse** next to the Assignable Unit File to search for the **.AU** file that you want to upload.

New Course

Create and manage AICC courses, including assigning surveys to the courses.

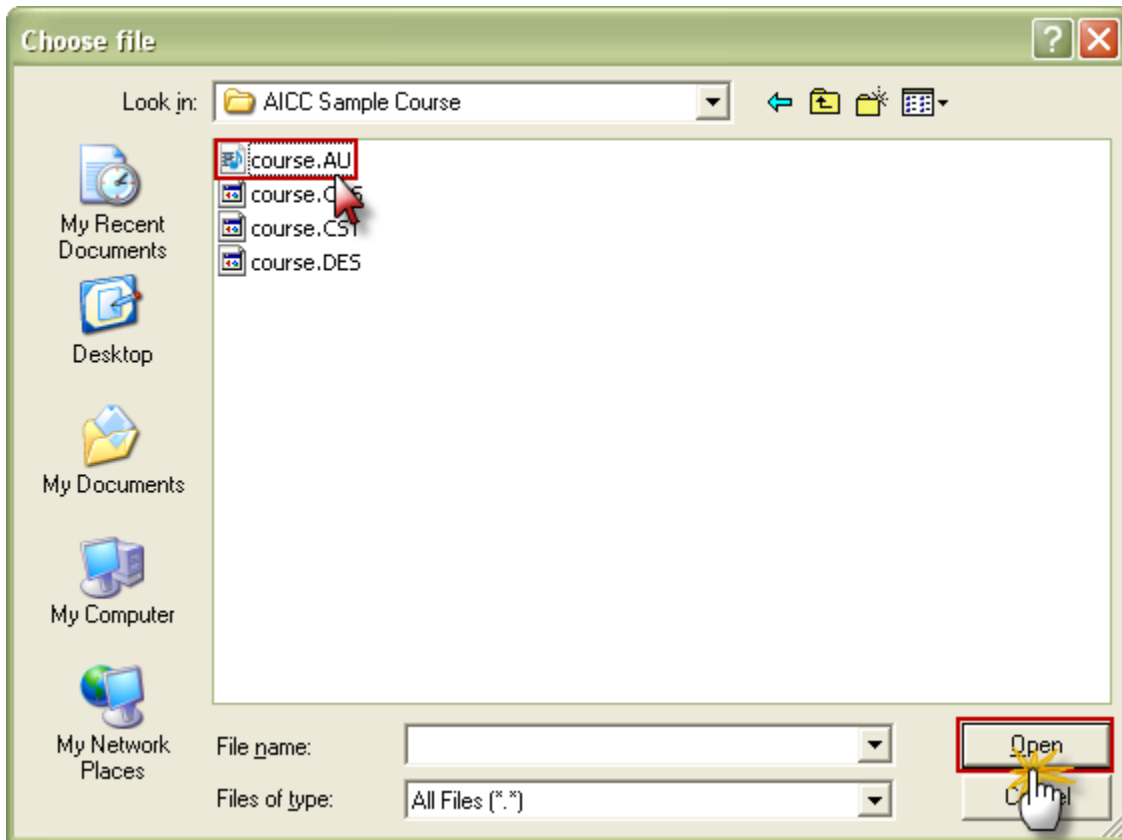
Course Files | Summary | Categories | Certificate | Window | Access Approval | Permissions | Activity | Content Sharing

Upload Course Files

Click the Browse button for each field to locate the file you want to upload. Double-click the file name and the file path and file name display in the field. Click Create (or Upload if re-uploading files) after all four files are located.

* Assignable Unit (.AU) File:	<input type="text"/>	<input type="button" value="Browse..."/>
* Course (.CRS) File	<input type="text"/>	<input type="button" value="Browse..."/>
* Course Structure (.CST) File	<input type="text"/>	<input type="button" value="Browse..."/>
* Description (.DES) File	<input type="text"/>	<input type="button" value="Browse..."/>

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



ILEARNOREGON

ADDING A NEW AICC ONLINE COURSE

- Repeat steps 6 and 7 until you load the other 3 files – Course file (.CRS), Course Structure file (.CST), and Description file (.DES).

New Course

Create and manage AICC courses, including assigning surveys to the courses.

Course Files Summary Categories Certificate Window Access Approval Permissions Activity Content Sharing

Upload Course Files

Click the Browse button for each field to locate the file you want to upload. Double-click the file name and the file path and file name display in the field. Click Create (or Upload if re-uploading files) after all four files are located.

- * Assignable Unit (.AU) File: C:\Documents and Set
- * Course (.CRS) File: C:\Documents and Set
- * Course Structure (.CST) File: C:\Documents and Set
- * Description (.DES) File: C:\Documents and Set

- Once all 4 files are added, select **Create**. This will take you to the Edit Summary tab and a confirmation displays that the course was created.
- On the Edit Summary page the title, description, and keywords are populated. You can change the information.

AICC SAMPLE COURSE

The course was created.

Create and manage AICC courses, including assigning surveys to the courses.

Course Files **Summary** Categories Certificate Window Access Approval Permissions Activity Content Sharing

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: AICC SAMPLE COURSE
- * Description: The the single AU (assignable unit) in this course is the AICC Sample lesson
- * Keywords: The the single AU (assignable unit) in this course is the AICC Sample lesson
- Course Cost:
- Course Provider:
- Duration (Hours):
- Course Number:
- Credit Type:
- Credit Value:

- If you update any information on the Edit Summary page, click **Save**.

ILEARNOREGON ADDING A NEW AICC ONLINE COURSE

12. 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.

