

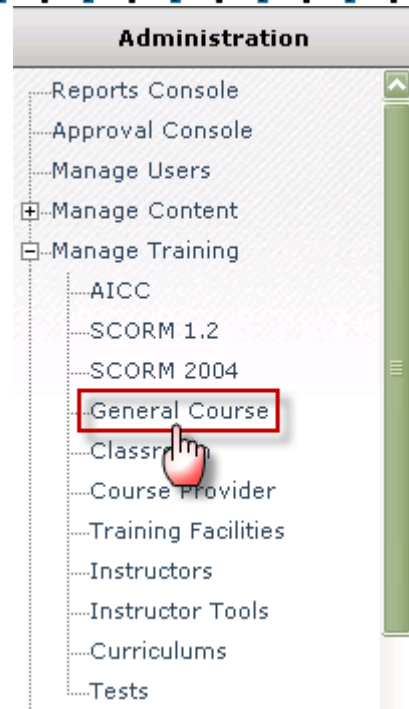
ILEARNOREGON

CREATING A GENERAL COURSE

This job aid provides you with the minimum steps that you need to take in order to create a general course.

To create a general course in iLearnOregon you need to complete the following steps:

1. Click ***Administration***.
2. Click the plus sign next to ***Manage Training***.
3. Click ***General Course***.



4. Select ***Create New*** from the Page menu.
5. Click ***Go*** to access the Edit Summary page.

General Course

Create and manage online general courses. Uploading a course as a general course means that the system will not track course progress and completion (unlike other courses). General courses display on transcripts and can be added to curriculums and assigned as training.

A screenshot of the iLearnOregon search interface. The page has a "Search" tab selected. Below the tab, there are two options: "Simple" and "Advanced". A text box labeled "Search Text" is empty. Below it, a "Search Type" dropdown menu is set to "Any words". To the right of the search fields, there is a "Create New" dropdown menu that is open, showing a list of options. A mouse cursor is pointing at the "Go" button, which is highlighted with a yellow border.

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6. Complete the form by entering data in the fields as explained below. *All required fields are marked with an * asterisk.*

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

Edit Summary | Comments | Preview

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

*** Title**

*** Description**

*** Keywords**

Course Cost

Course Provider

Duration (Hours)

Course Number

Credit Type

Credit Value

Allow users to access this content without logging in (If access without logging in is allowed, there will be no record of the user having accessed it, and no progress - if any - will be tracked.)

- **Title:** The title must contain the agency acronym followed by the course name (i.e. DAS – Excel Introduction).
- **Description:** An explanation of the general course.
- **Keywords:** Words and phrases that relate to the course that may not already be included in the title or description.



7. Click *Create*. The Course Files tab will display.

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

Upload Course Files | Comments

If the course is a file, select the File Name button and use the Browse button to open the Choose file window and locate the file to be uploaded. If you upload a .zip file, you will need to choose a start file and click Save Start File. If the course is accessible via a URL, select the URL button and type the URL in the field next to the button. If editing an existing course, click Save to save all information you enter.

Select File

File Name

URL

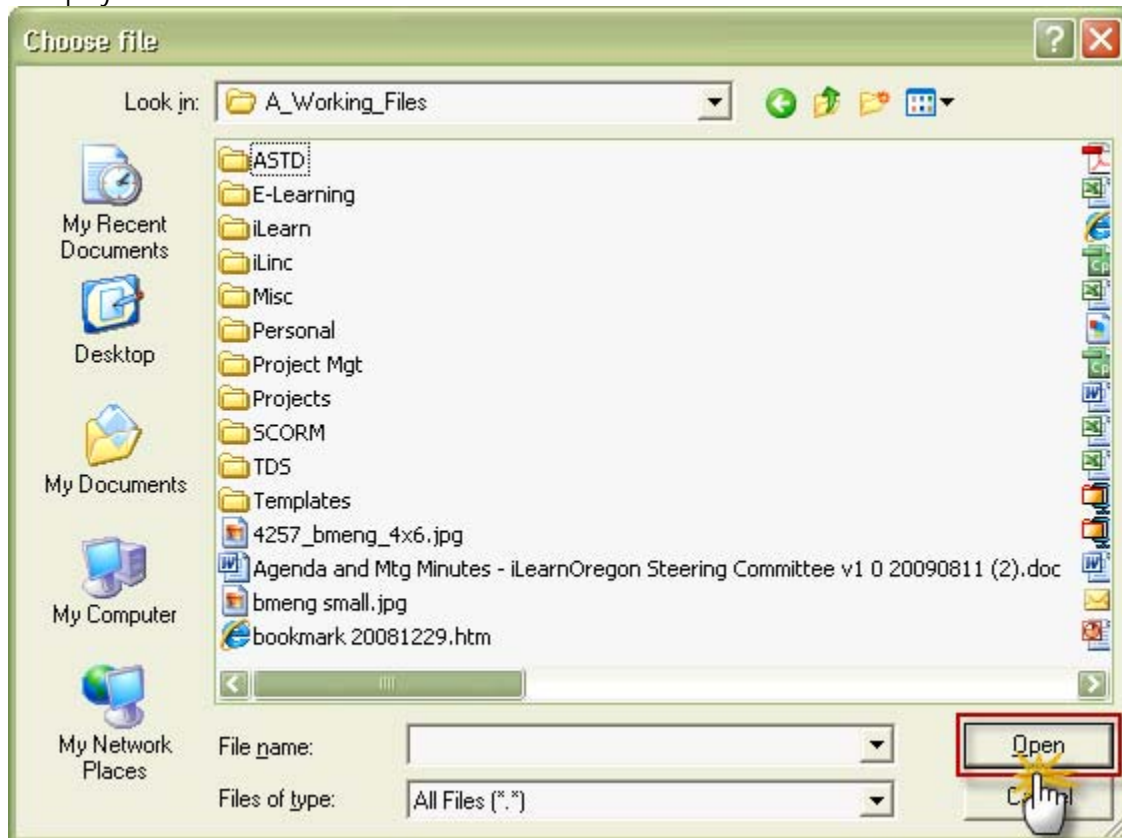
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- Click the button next to **File Name**.
- Click **Browse**. The Choose file window displays.

The screenshot shows the 'Upload Course Files' form. At the top, there are several tabs: Summary, **Course Files**, Categories, Certificate, Window, Access Approval, Permissions, Activity, and Content Sharing. Below these is a sub-tab for 'Upload Course Files' and another for 'Comments'. A text block provides instructions: 'If the course is a file, select the File Name button and use the Browse button to open the Choose file window and locate the file to be uploaded. If you upload a .zip file, you will need to choose a start file and click Save Start File. If the course is accessible via a URL, select the URL button and type the URL in the field next to the button. If editing an existing course, click Save to save all information you enter.'

The 'Select File' section has two radio buttons: 'File Name' (selected) and 'URL'. To the right of the 'File Name' radio button is an empty text field and a 'Browse...' button. A mouse cursor is clicking the 'Browse...' button. Below the 'File Name' radio button is another empty text field. At the bottom left of this section is a 'Save Start File' button. At the bottom of the form are 'Create', 'Back', and 'Cancel' buttons.

- Locate the file and click **Open**. The Choose file window closes and the file path is automatically displayed in the File Name field.



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11. Click **Create**. A message displays indicating the course was created, and the name of the file you uploaded displays next to the "Current File" heading.

The screenshot shows the 'Upload Course Files' form with the 'File Name' radio button selected. The text input field next to it contains the path 'H:\A_Working\eLearnin' and is highlighted with a red box. A 'Browse...' button is to its right. Below the text field is a 'Save Start File' button. At the bottom of the form are 'Create', 'Back', and 'Cancel' buttons. A hand cursor is pointing at the 'Create' button.

To use a URL for the course for the first time:

12. Click the button next to **URL**.
13. Type the URL in the **URL** field.

The screenshot shows the 'Upload Course Files' form with the 'URL' radio button selected. The text input field next to it contains the URL 'http://ilearn.oregon.gov' and is highlighted with a red box. A 'Browse...' button is to its right. Below the text field is a 'Save Start File' button. At the bottom of the form are 'Create', 'Back', and 'Cancel' buttons. A hand cursor is pointing at the 'Create' button.

14. Click **Create**. A message displays indicating the course was created, and the URL you entered displays next to the "Current File" heading.
15. 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.

The screenshot shows a row of tabs: 'Summary', 'Course Files', 'Categories', 'Certificate', 'Window', 'Access Approval', 'Permissions', 'Activity', and 'Content Sharing'. The 'Check In' tab is highlighted with a red box and a hand cursor is pointing at it.