

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:

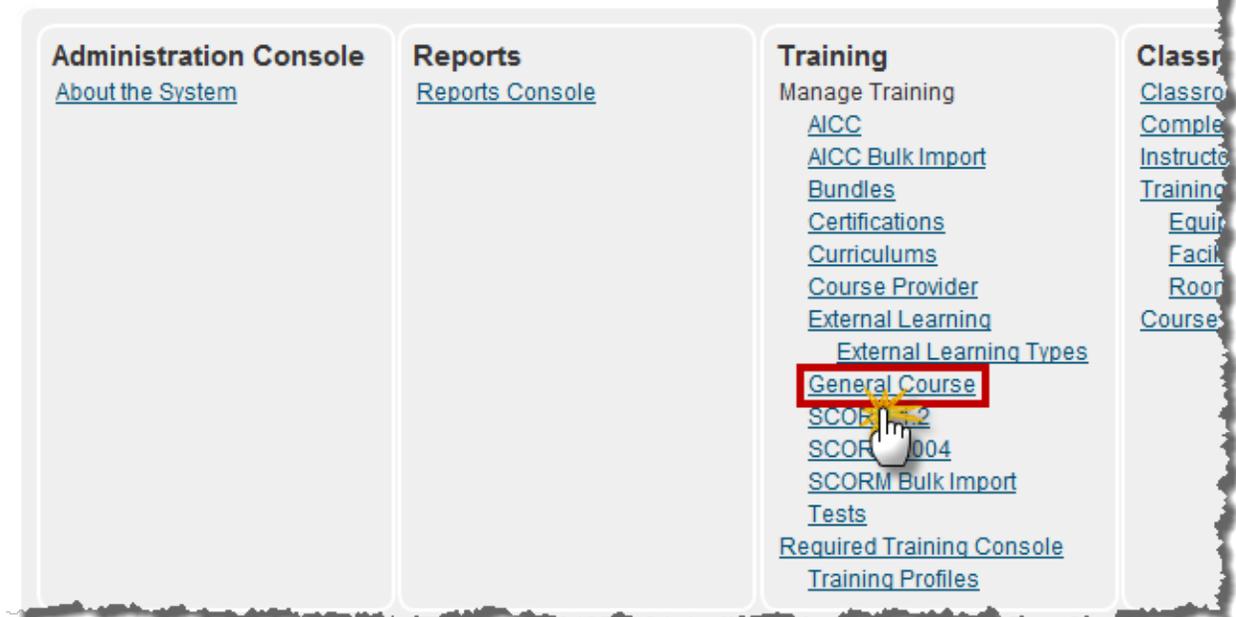
1. On the top menu bar you will see a button for Administration. Click on the **Administration** button.



2. From the Administration Console under Manage Training, click on **General Course**.

Administration Console

Manage users, system configuration options, and system behavior.



iLearnOregon

Creating a General Course

3. Select **Create New** from the Page menu.
4. 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.

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 Any words

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

Edit Summary | **Comments**

Enter new or change existing summary information about the item and then click Create or Save. **Note:** If you are creating the content item, then a list of locales may display. Click the button next to the locale for which you are creating the content item.

* **Title**

* **Description**

Display entire description on the Details page for the item

* **Keywords**

Course Cost

Course Provider

Duration (Hours)

Course Number

Credit Type

Credit Value

iLearnOregon

Creating a General Course

6. 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

7. Click the button next to **File Name**.

8. Click **Browse**. The Choose file window displays.

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

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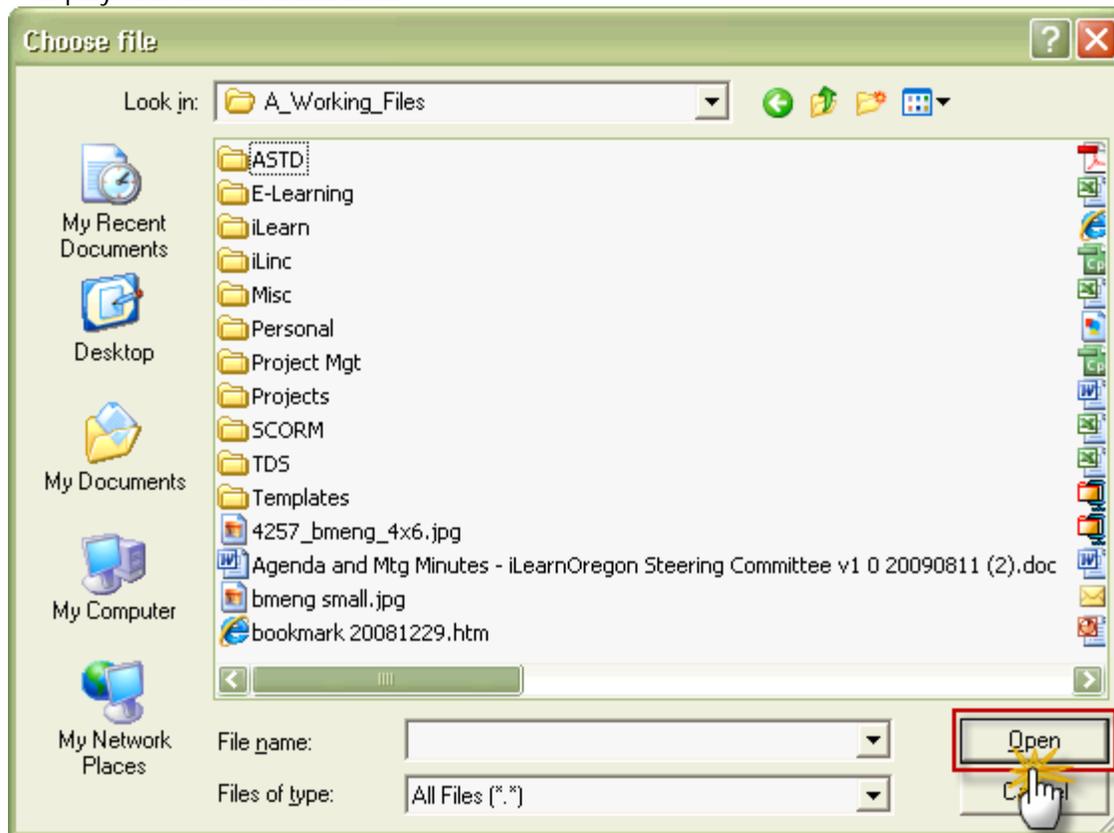
Select File

File Name

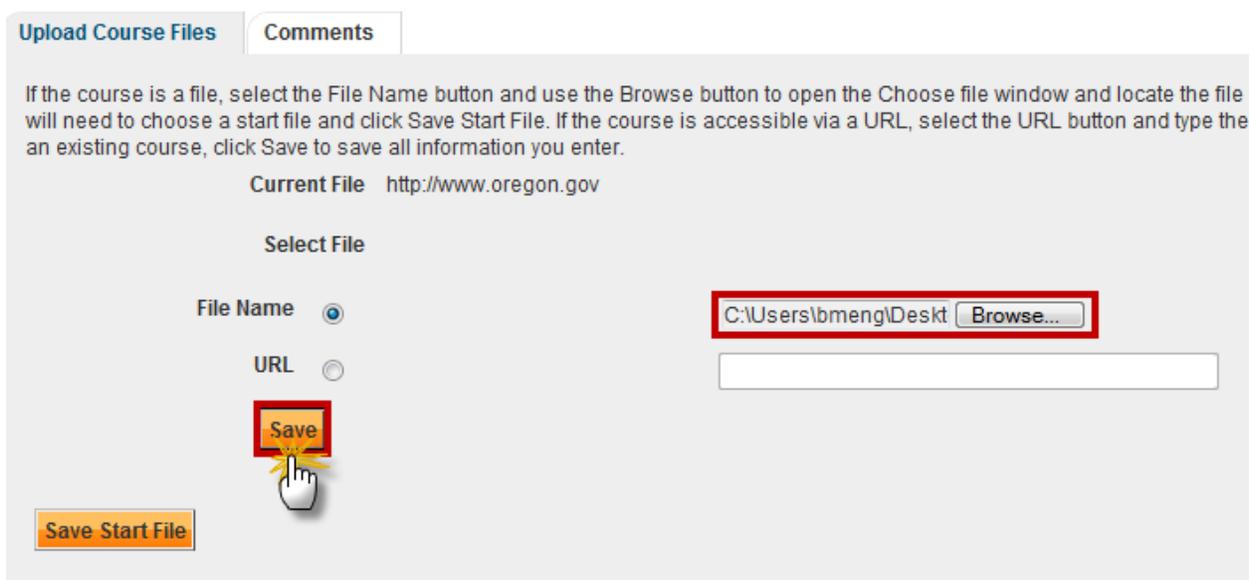
URL

iLearnOregon Creating a General Course

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



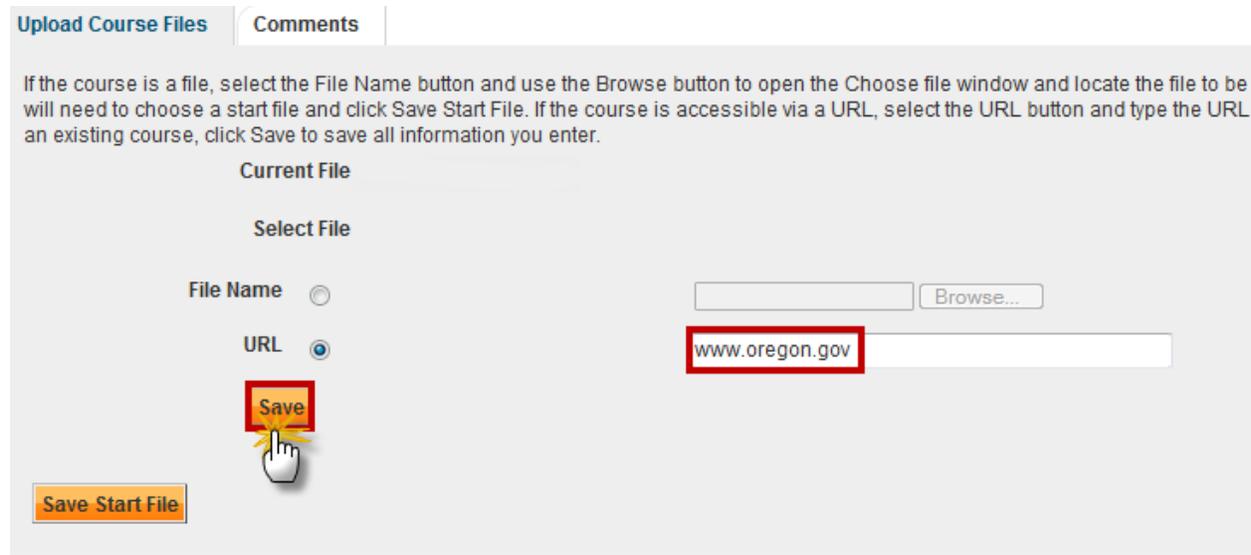
10. Click **Save**. A message displays indicating the course was created, and the name of the file you uploaded displays next to the "Current File" heading.



iLearnOregon Creating a General Course

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

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



The screenshot shows the 'Upload Course Files' tab selected. Below it is a 'Comments' tab. A text box contains 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 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 an existing course, click Save to save all information you enter.'

Under the heading 'Current File', there is a 'Select File' section. It has two radio buttons: 'File Name' (unselected) and 'URL' (selected). To the right of the 'File Name' radio button is a text input field with a 'Browse...' button. To the right of the 'URL' radio button is a text input field containing 'www.oregon.gov'. Below the 'URL' radio button is a 'Save' button, which is highlighted with a red box and a hand cursor. At the bottom left of the form is a 'Save Start File' button.

13. Click **Save**. A message displays indicating the course was created, and the URL you entered displays next to the "Current File" heading.
14. 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 horizontal row of tabs: Summary, Course Files, Categories, Versioning, Image, Prerequisites, Equivalencies, Certificate, and Window. Below this row is another row of tabs: Access Approval, Permissions, Activity, Content Sharing, and Check In. The 'Check In' tab is highlighted with a red box and a hand cursor.