

Creating a General Course

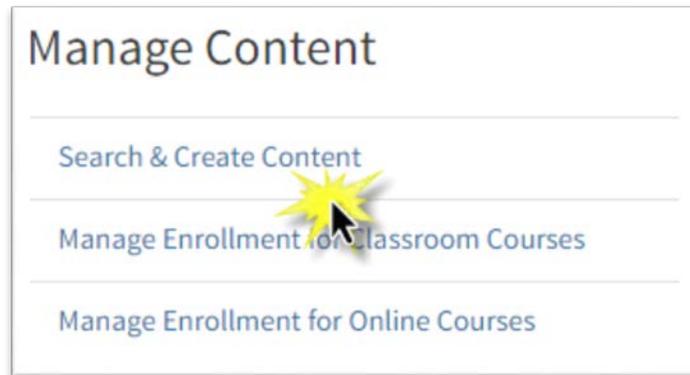
This job aid provides you with the minimum steps you need to take in order to create a general course. A general course will not automatically mark complete for the learner, they will need to manually mark the course complete by clicking a button once they have viewed the content. You must have an elevated role to perform this task; Course Manager or Domain Administrator.

****If you want content to be shared with all state agencies you need to send an email to iLearnOregon@oregon.gov with the course title, description and date you want it pushed to the other domains. There is a minimum of a three (3) business day response period that each agency has the opportunity to decline having the content in their domain.****

1. On the top menu bar *click* on **Responsibilities**.

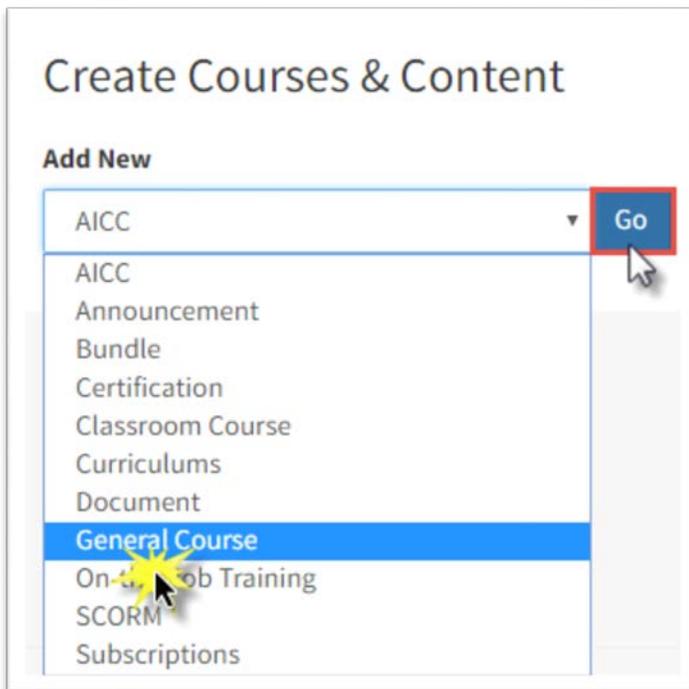


2. Under Manage Content, *click* on **Search & Create Content**.



Creating a General Course

- Under Create Courses & Content, *click* on the drop-down menu under Add New and select **General Course** and *click* Go.



- At a minimum, you need to add a title, description, and keywords.

Create New General Course

Enter new or change existing summary information about the item and then select Create or Save. The system uses the information to find the item when users perform searches.

***Title**

***Description**

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Type something

Display entire description on the Details page for the item

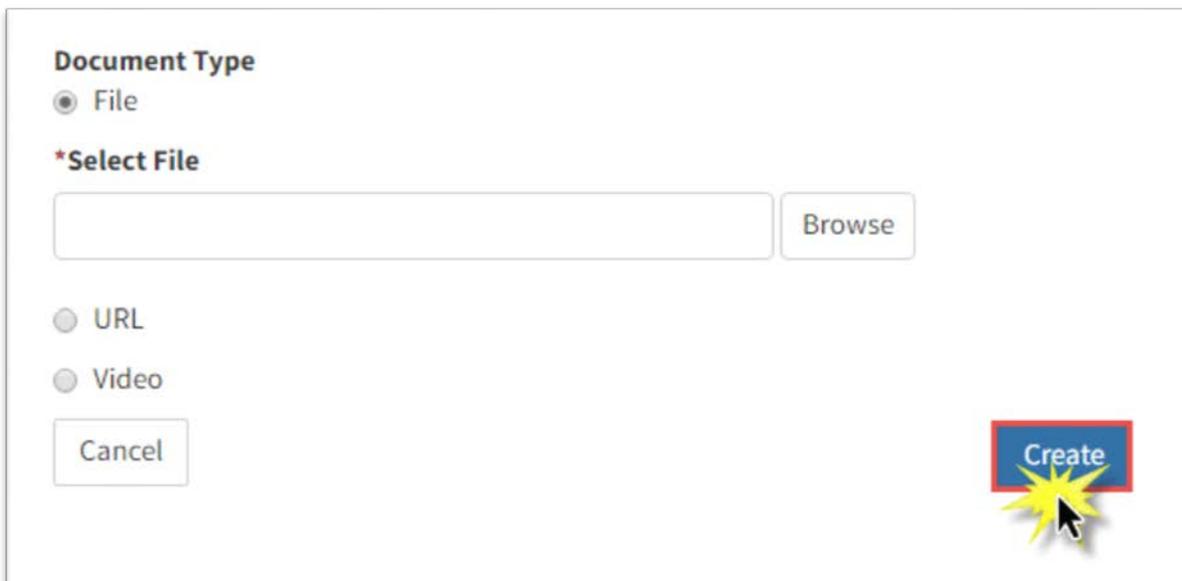
***Keywords**

Search Priority 

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- Under Document Type select the radio button to choose whether the course is a file (which you will upload), a video, or a URL.
 - If you chose "File," select the Browse button next to the Select File field to search for and select the file you wish to upload.
 - If you chose "URL," use the Enter URL field to indicate the location of the course.
 - If you chose "Video," enter the video URL or embed code in the provided field. Note: Use the Test Video button to preview the video.

When you are done adding the file, URL, or Video *click* **Create**.



The screenshot shows a form titled "Document Type" with three radio button options: "File", "URL", and "Video". The "File" option is selected. Below the "File" option is a text input field labeled "*Select File" and a "Browse" button. Below the "URL" and "Video" options is a "Cancel" button. In the bottom right corner of the form, there is a blue "Create" button with a yellow starburst effect and a mouse cursor pointing at it.

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6. You will see the screen showing the general course was created. Once you are done making any changes to the Content Details screen, *click* on **Check-in** to make the general course available to learners.

✔ The item was created.

DAS - CHRO - General Course ⓘ

Online

Delete Content Check-in

Under Revision