

## Creating an Online Course

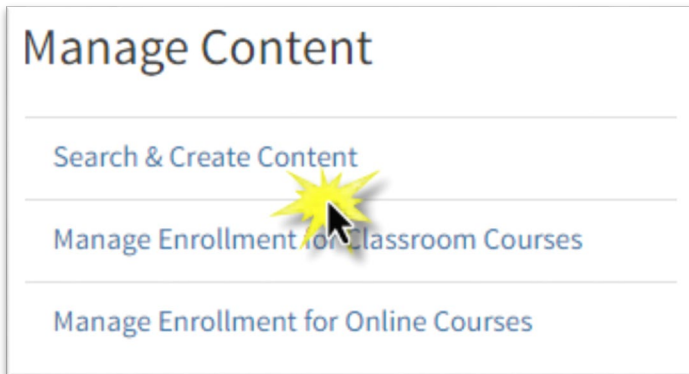
This job aid provides you with the minimum steps you need to take in order to create a new online course. You must have an elevated role to perform this task; Course Manager or Domain Administrator.

**\*\*If you want content to be shared with all state agencies you need to send an email to [iLearnOregon@oregon.gov](mailto: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**.

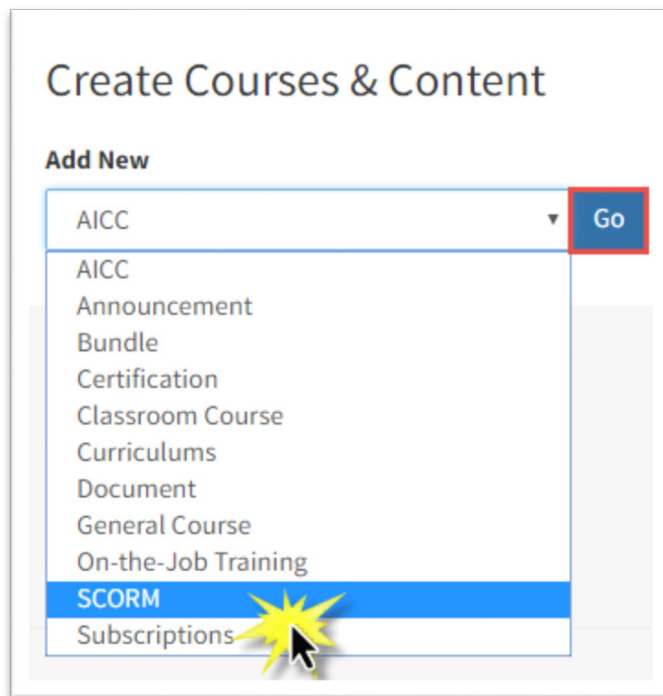


2. Under Manage Content, *click* on **Search & Create Content**.

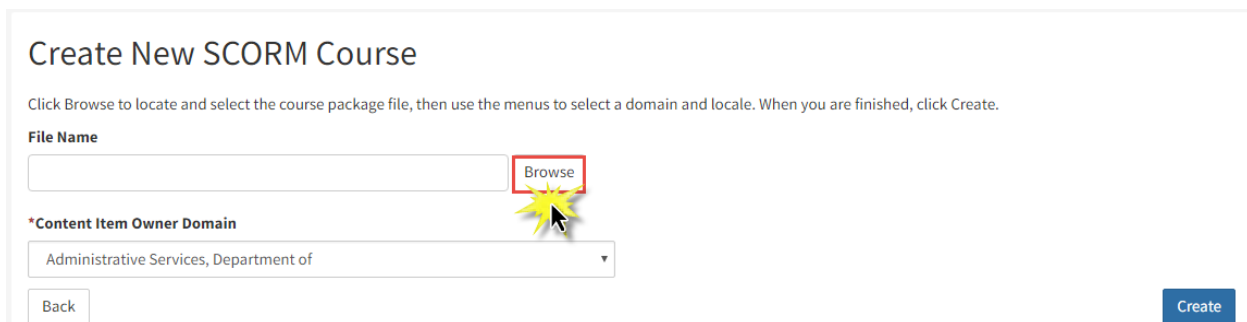


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- Under Create Courses & Content, *click* on the drop-down menu under Add New and select **SCORM** and *click* Go.



- Click* **Browse** to search for the zip file on your computer.



- You will see the file name of your zip file displayed once it is done uploading. Ensure the **Content Item Owner Domain** is the domain you wish to upload the course into and *Click* **Create** to add the new online course.

### Create New SCORM Course

Click Browse to locate and select the course package file, then use the menus to select a domain and locale. When you are finished, click Create.

#### File Name

DHS OHA - OLRO - Aspiration (0723A).zip

Remove

#### \*Content Item Owner Domain

Administrative Services, Department of

Back





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6. You'll receive a confirmation it has been created and will be taken to the summary page. Here you will add a title, description, and keywords. Please also ensure the following:
- A course contact is identified in the course description.
  - There are no duplicate terms in the keywords.

### Edit Summary

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**

**B I U**  $x_2$   $x^2$  **A** **T**

Display entire description on the Details page for the item

**\*Keywords**

Search Priority

- Enable full text indexing for this content item.
- Allow users to access this content without logging in.

