

Online Course Edit Toolkit

This job aid provides you with the different functions for editing an online course.

You must have the **Administrator or Course Manager Role** to perform the following tasks. To obtain these roles for your agency, you must request permission from your established agency [iLearn Administrator](#). If your agency does not have a designated iLearn Administrator contact the System Administrator at iLearnOregon@oregon.gov or call 503-378-6329.

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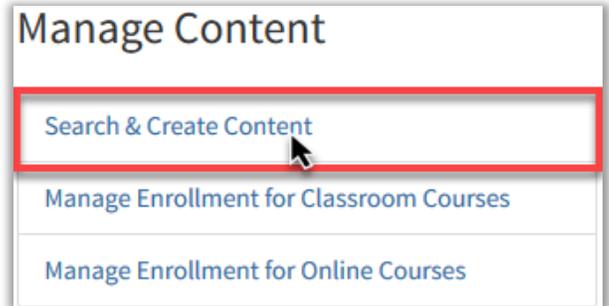
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Navigating to the 'Course Edit' screen

1. Log in to www.iLearn.Oregon.gov,
On the top menu bar *click* on
Responsibilities.



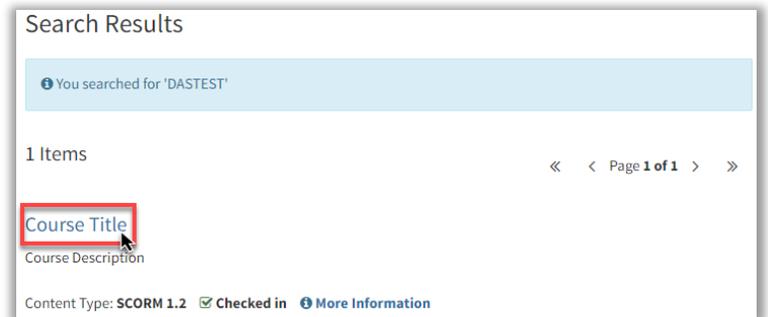
2. Under Manage Content, *click* **Search & Create Content**.



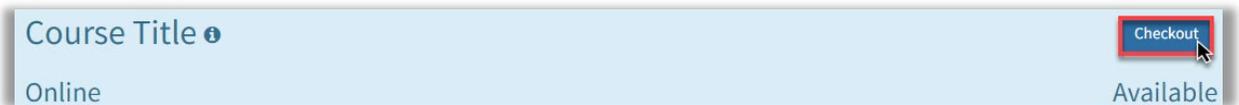
3. Under Search, *input* the course title or keyword in the search box and *click* **Search**.



4. *Click* on the **course title** for the course you would like to edit.



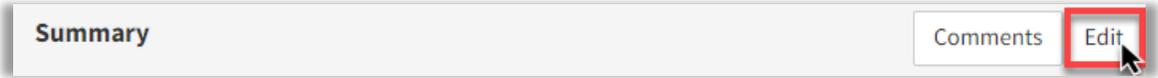
5. To begin editing the course, *click* **Checkout**.



***NOTE: Multiple Edits can be made before the course is checked-in.**

Edit Course Summary (Title, Description, and Keywords)

1. From the 'Course Edit' Screen, *click Edit* in the 'Summary' section.



2. This will open the edit screen where you will input your changes.

A screenshot of the 'Summary' edit screen. The form is titled 'Summary' and contains instructions: '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.' There are three main sections: 1. '*Title' with a text input field containing 'Course Title'. 2. '*Description' with a rich text editor toolbar (bold, italic, underline, strikethrough, subscript, superscript, link, unlink, list, table, etc.) and a text input field containing 'Course Description'. 3. '*Keywords' with a text input field containing 'DATEST Keywords'. Each section label is highlighted with a red box.

- A. **Title:** Enter the title of the course in the provided field.

A close-up screenshot of the '*Title' input field. The text 'Updated Course Title' is entered into the field.

- B. **Description:** Enter the Course Description here. You can utilize the tools at the top of the box for formatting, adding tables, adding hyperlinks, etc.

A close-up screenshot of the '*Description' input field. The rich text editor toolbar is highlighted with a red box. The text 'Course Description' is visible in the input field below the toolbar.

- C. **Keywords:** Update the Course Keywords here.

A close-up screenshot of the '*Keywords' input field. The text 'DATEST Keywords' is entered into the field.

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3. After completing your updates to the 'Summary' section, *click Save*.

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**

Updated Course Title

***Description**

B I U S x₂ x² A T⁺ Updated Course Description

Display entire description on the Details page for the item

***Keywords**

UpdatedKeywords DASTEST

Search Priority

0

Enable full text indexing for this content item.

Allow users to access this content without logging in.

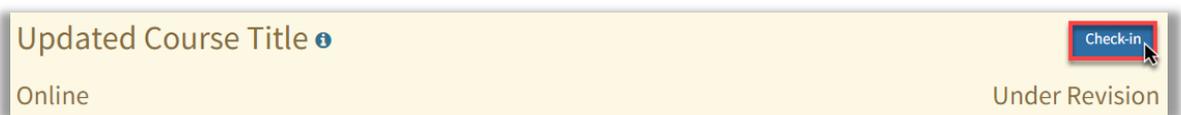
Content Item Owner Domain: **Administrative Services, Department of**

Cancel Save

4. The following message will appear.

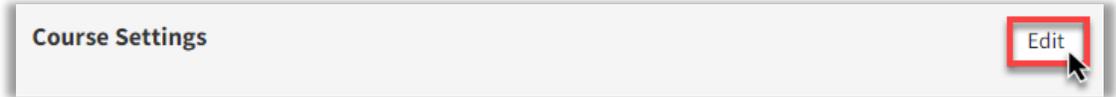


5. When you are done making changes, *click Check-in*.

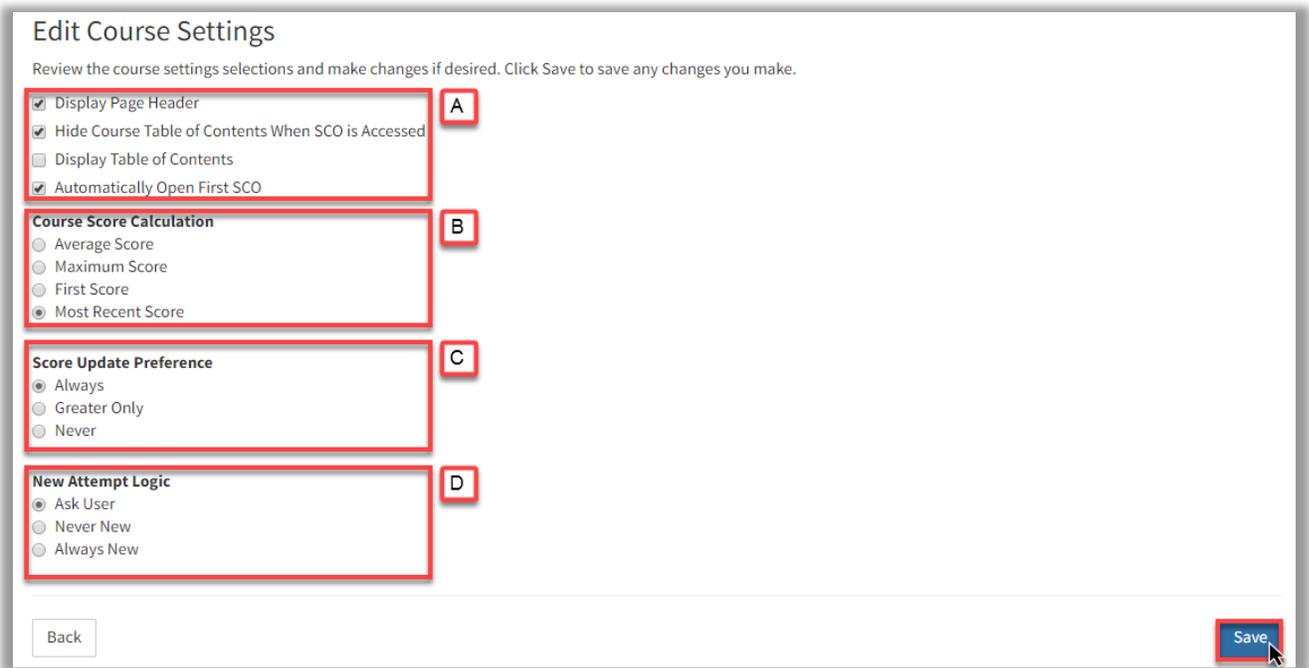


Edit Course Settings

1. From the 'Course Edit' Screen, *click Edit* on the 'Course Settings' section.



2. This will open the Edit Course Settings screen.



- A. **Window Open Settings:** Ensure the top two checkboxes are checked (Display Page Header, Hide Course Table of Contents When SCO is Accessed) and the bottom two are not (Display Table of Contents, Automatically Open First SCO).
- B. **Course Score Calculation:** The selected radio button indicates how the overall course score is determined within a single attempt, when the course contains more than one item (SCO). If the course contains only one item, the score for that item is the overall course score. "Average Score" is selected by default.

- C. **Score Update Preference:** The selected radio button indicates when a user's overall course score is updated. This only applies within a single attempt. Available options include:
- **Always:** Always update the user's overall score when a new score is computed. The new score may be higher, lower, or equal to the current score.
 - **Greater Only:** Only update the score if the newly computer score is greater than the score already stored in the user's record of the course.
 - **Never:** Once a score for the course is recorded, it is never updated. The user keeps the first score they receive for the course.
- D. **New Attempt Logic:** The selected radio button indicates how new attempts on courses published as SCORM 1.2 courses are handled.
- **Ask User:** Once users complete a course and then attempt to launch it again, a confirmation window displays, giving them the choice to start a new attempt for the course or open their current attempt.
 - i. If the course was assigned as required training, the confirmation window indicates the next required training deadline for the course. If the user has multiple required training periods for the course, the date and tie displayed is the closest/nearest training deadline.
 - ii. If a user has not been assigned the course, the confirmation window states he or she has already completed the content. If they choose to begin a new attempt, a new progress record is created. If they chose to open their current attempt, their progress data may be updated, but they keep their completion status for the course.
 - **Always New:** Once users complete a test, they automatically start a new attempt the next time they launch it. The system displays a message indicating the user has already completed the item and that he or she is accessing the content as a new attempt. The system creates a new progress record for the user.
3. After completing your updates to the 'Course Settings', *click Save.*



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6. The following message will appear.



✔ The changes were saved.

7. When you are done making changes, *click Check-in.*



Updated Course Title ⓘ

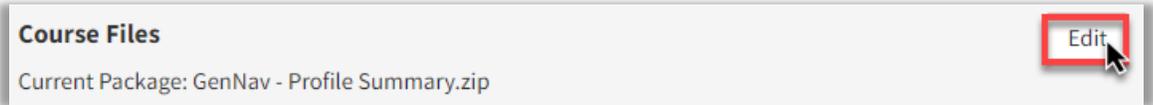
Check-in

Online

Under Revision

Edit Course Files

- i. From the 'Course Edit' Screen, *click Edit* on the 'Course Files' section.



Course Files

Current Package: GenNav - Profile Summary.zip

Edit

- ii. This will open the 'Course Files' page. *Click Browse.*

Upload Course Files

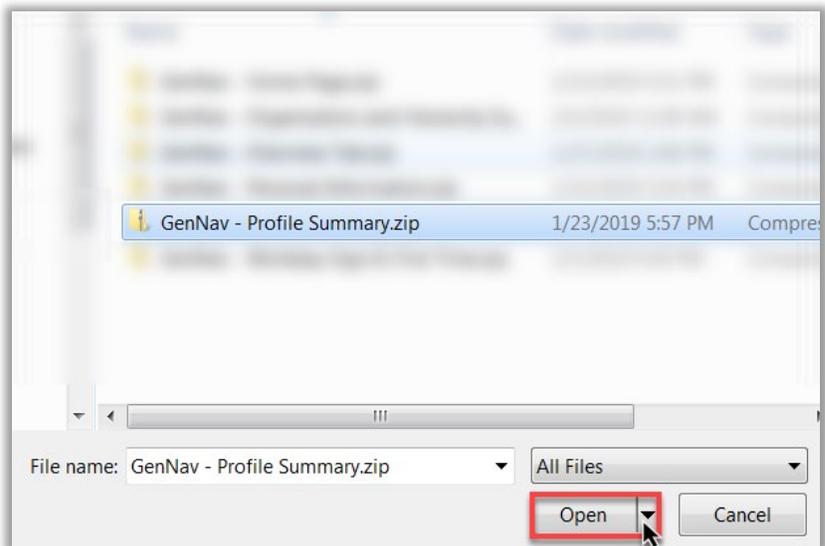
Click Browse to open the "Choose file" window. Locate the ZIP file containing the course package. Double-click the name of the ZIP file (window closes) and click Upload.

Current Package: **GenNav - Profile Summary.zip**

File Name

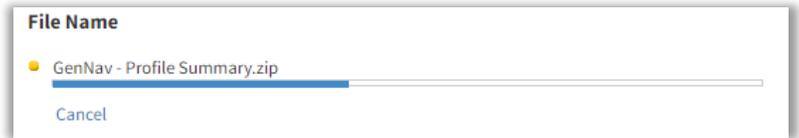
Browse

- iii. Locate and identify the file you want to upload, *click Open.*



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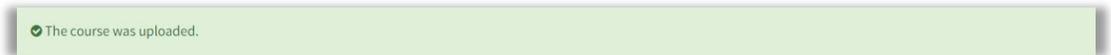
- iv. The window will close and the course will process.



- v. When this completes, *click Upload*.



- vi. The following message will appear.

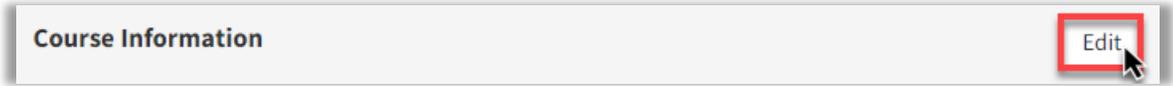


- vii. When you are done making changes, *click Check-in*.

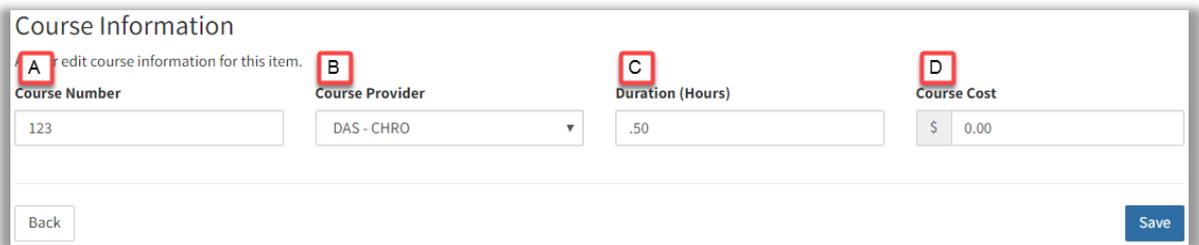


Edit Course Information

1. From the 'Course Edit' Screen, *click Edit* on the 'Course Information' section.

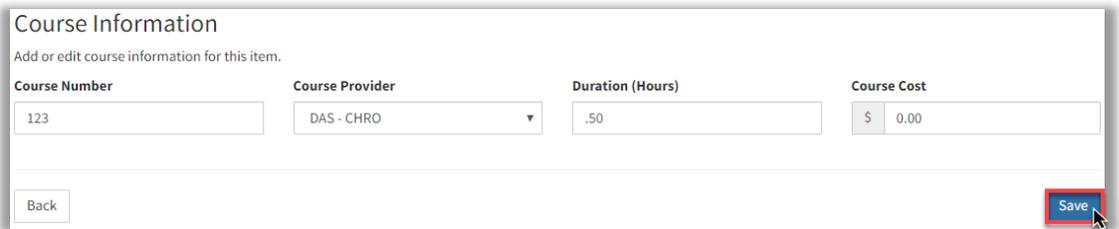


2. This will open the 'Course Information' page.

A screenshot of the "Course Information" page. It features a title "Course Information" and a sub-header "Add or edit course information for this item." Below this are four input fields: "Course Number" (containing "123"), "Course Provider" (a dropdown menu with "DAS - CHRO" selected), "Duration (Hours)" (containing ".50"), and "Course Cost" (containing "\$ 0.00"). A "Back" button is on the left and a "Save" button is on the right. Red boxes labeled A, B, C, and D highlight the "Add or edit course information for this item." text, the "Course Provider" dropdown, the "Duration (Hours)" field, and the "Course Cost" field, respectively.

- A. **Course Number:** Input your desired course number.
- B. **Course Provider:** Choose a Course Provider from the dropdown.
- C. **Duration (Hours):** Input the course duration in hours. (i.e. 30 minutes is 0.5)
- D. **Course Cost:** Always leave this field blank.

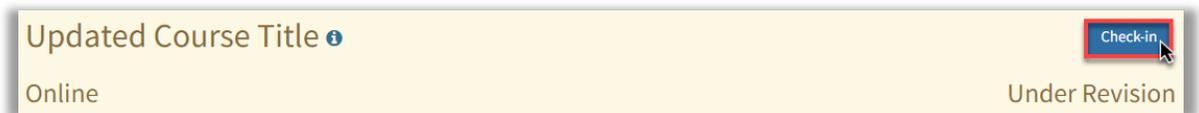
3. After completing your updates to the 'Course Information', *click Save*.

A screenshot of the "Course Information" page, identical to the previous one, but with a red box highlighting the "Save" button in the bottom right corner.

4. The following message will appear.

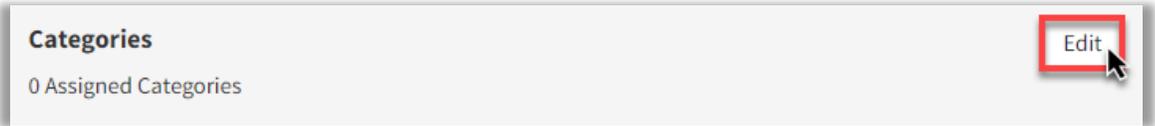


5. When you are done making changes, *click Check-in*.

A screenshot of a yellow notification bar. On the left, it says "Updated Course Title" with an information icon. Below that, it says "Online". On the right, it says "Under Revision" and a red-bordered "Check-in" button. A mouse cursor is pointing at the "Check-in" button.

Edit Course Categories

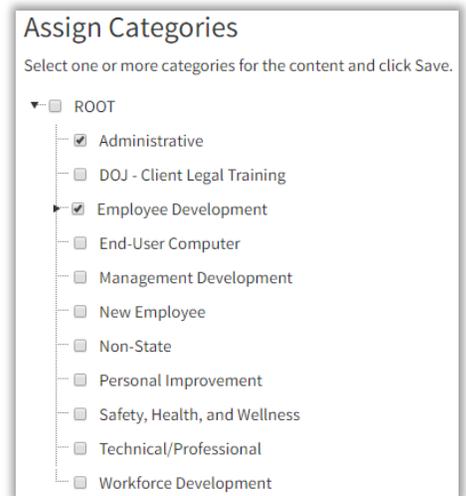
1. From the 'Course Edit' Screen, *click Edit* on the 'Categories' section.



2. This will open the 'Categories' page.



3. Use the checkboxes to *select* the categories you want to associate with the course (you may select more than one). If there are subcategories, use the arrows to expand and collapse the list, as necessary.



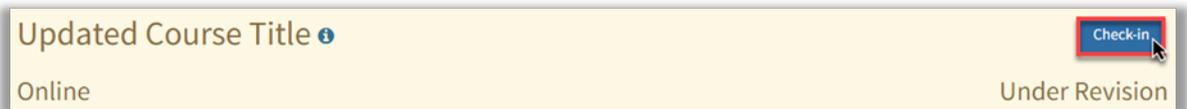
4. After checking the categories you wish, *click save*.



5. The following message will appear.

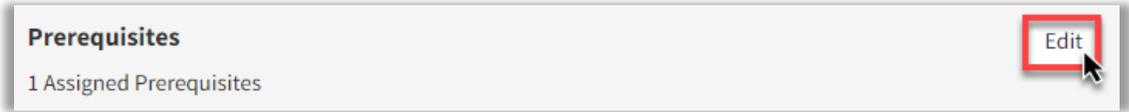


6. When you are done making changes, *click Check-in*.

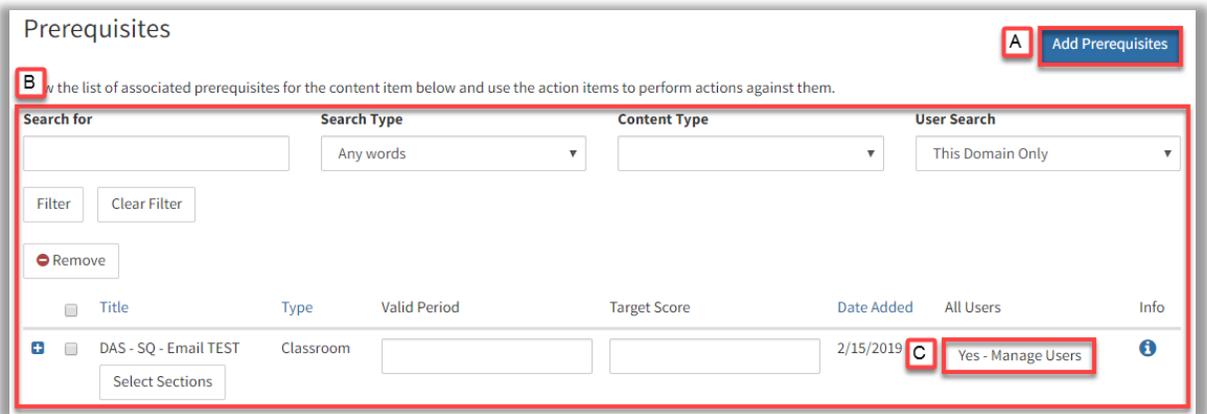


Edit Course Prerequisites

- From the 'Course Edit' Screen, *click* **Edit** on the 'Prerequisites' section.

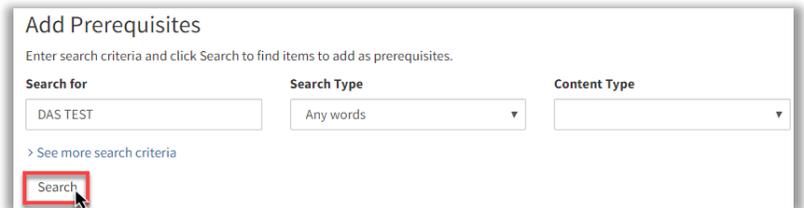


- This will open the 'Prerequisites' page.

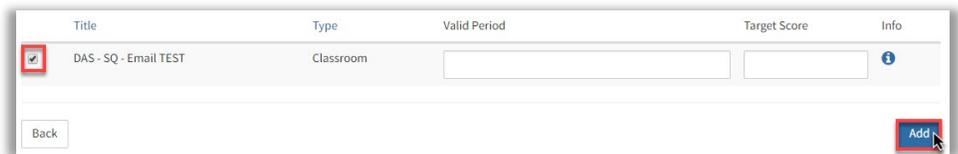


A. Add Prerequisite –

- Click* **Add Prerequisites**. The Add Prerequisites page will open.
- Enter* course keywords or title in the **Search for** field.
- Choose* a **Search Type** from the dropdown.
- Choose* a **Content Type** from the dropdown.
- Click* **Search**.



- Check* the box for the content item you would like to add as a prerequisite (you can select multiple), and *click* **Add**.



- The following message will appear.



- B. **Manage Prerequisites** – If prerequisites have already been applied to the course, a list of those will display. Search options allow you to filter the list.

The screenshot shows a search interface with four main sections: 'Search for', 'Search Type', 'Content Type', and 'User Search'. The 'Search for' field contains 'DAS TEST'. The 'Search Type' dropdown is set to 'Any words'. The 'Content Type' dropdown is set to 'Classroom'. The 'User Search' dropdown is set to 'This Domain Only'. Below these fields are two buttons: 'Filter' (highlighted with a red box) and 'Clear Filter'.

- i. Enter course keywords or title in the **Search for** field.
- ii. Choose a **Search Type** from the dropdown.
- iii. Choose a **Content Type** from the dropdown.
- iv. Choose an option from the **User Search** menu, which allows you to conduct the search in your current domain or in your current domain and all of its descendants.
- v. Click **Filter**.
- vi. The list will refresh and your results will appear.

Remove Prerequisites – Select the checkbox next to the prerequisite you want to remove and *click Select*. Next, a confirmation window will appear, *click OK*.

- C. **Manage Users** – A prerequisite item can be required for all users, individual users, all members of an organization, or individuals with a specific job title. After a prerequisite has been assigned to a content item, it will display on the Prerequisites page. Use the information in the "All Users" column to determine whether a prerequisite item is required for all users or a specific set of users. The button in this column will either display "Yes" or "No" and can be used to manage the users (or groups of users) who are required to complete a prerequisite item.

Add Users

- i. Click **Manage Users**.

The screenshot shows a table with columns: Title, Type, Valid Period, Target Score, Date Added, All Users, and Info. The first row is expanded to show a 'DAS - SQ - Email TEST' prerequisite. In the 'All Users' column, there is a button labeled 'Yes - Manage Users' (highlighted with a red box). Below the title, there is a 'Select Sections' button.

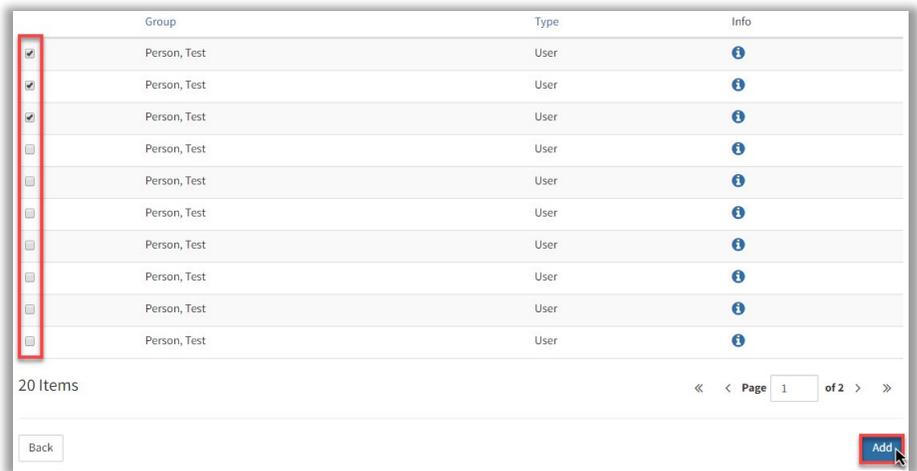
Title	Type	Valid Period	Target Score	Date Added	All Users	Info
<input type="checkbox"/> DAS - SQ - Email TEST <input type="button" value="Select Sections"/>	Classroom	<input type="text"/>	<input type="text"/>	2/26/2019	<input type="button" value="Yes - Manage Users"/>	<input type="button" value="i"/>

- ii. Click **Add Users/Groups**.

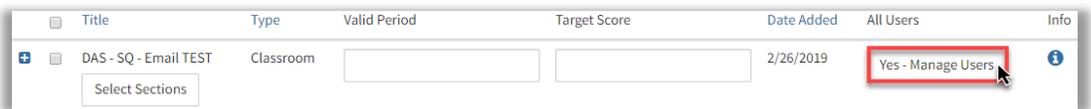
The screenshot shows a text box containing 'Prerequisite: DAS - SQ - Email TEST' and a blue button labeled 'Add Users/Groups' (highlighted with a red box).

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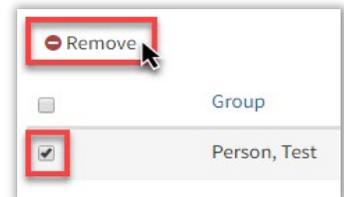
- iii. Enter course keywords or title in the **Search For** field.
- iv. Choose a **Search Type** from the dropdown.
- v. Choose a **Type** from the dropdown.
- vi. Choose an option from the **User Search** menu, which allows you to conduct the search in your current domain or in your current domain and all of its descendants.
- vii. Click **Search**.
- viii. Use the checkboxes to *select* the **users and/or groups of users** you want to add. Click **Add**. A confirmation message will display.



Remove Users and/or Groups from prerequisite requirement.



- i. Click **Manage Users**.
- ii. Use the checkboxes to *select* the **users and/or groups of users** you want to remove. Click **Remove**. A confirmation message will display. Click **Okay**.

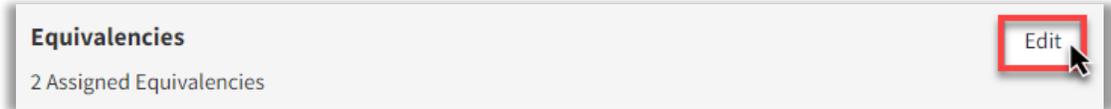


3. When you are done making changes, click **Check-in**.

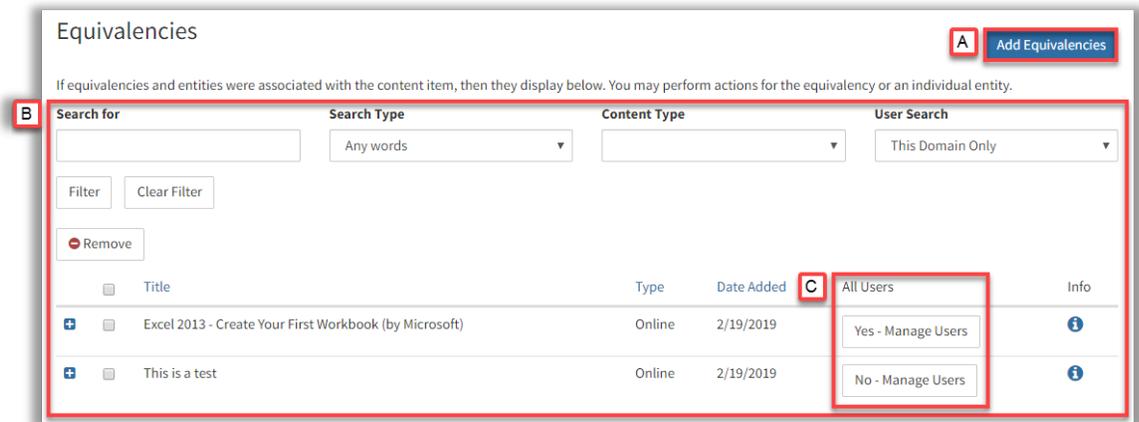


Edit Course Equivalencies

1. From the 'Course Edit' Screen, *click Edit* on the 'Equivalencies' section.

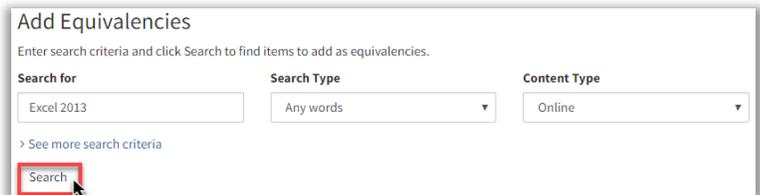


2. This will open the 'Equivalencies' page.

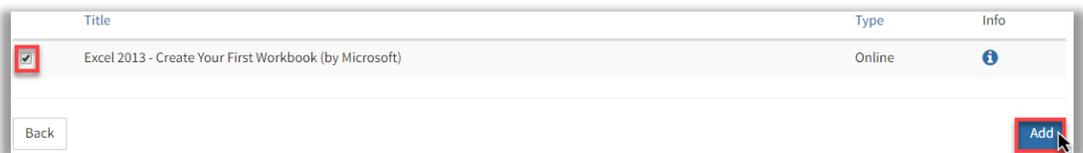


A. Add Equivalencies –

- i. *Click Add Equivalencies.*
- ii. *Enter* course keywords or title in the **Search for** field.
- iii. *Choose* a **Search Type** from the dropdown.
- iv. *Choose* a **Content Type** from the dropdown.
- v. *Click Search.*



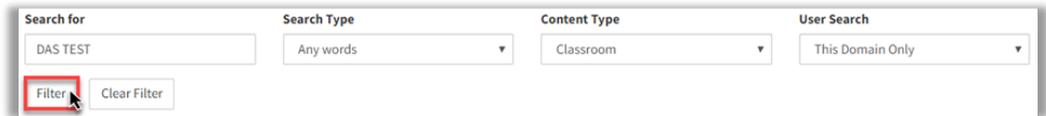
- vi. *Check* the box for the content item you would like to add as a prerequisite (you can select multiple), and *click Add.*



- vii. The following message will appear.

✔ The items were added as equivalencies.

- B. **Manage Equivalencies** – If equivalencies have already been applied to the course, a list of those will display. Search options allow you to filter the list.
- Enter course keywords or title in the **Search for** field.
 - Choose a **Search Type** from the dropdown.
 - Choose a **Content Type** from the dropdown.
 - Choose an option from the **User Search** menu, which allows you to conduct the search in your current domain or in your current domain and all of its descendants.
 - Click **Filter**.



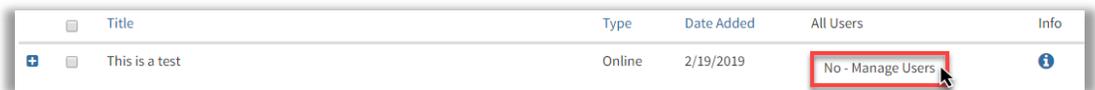
- The list will refresh and your results will appear.

Remove Equivalencies – Select the checkbox next to the equivalency you want to remove and *click Select*. Next, a confirmation window will appear, *click OK*.

- C. **Manage Users** – An equivalency can be required for all users, individual users, all members of an organization, or individuals with a specific job title. After a equivalency has been assigned to a content item, it will display on the Equivalencies page. Use the information in the "All Users" column to determine whether an item is required for all users or a specific set of users. The button in this column will either display "Yes" or "No" and can be used to manage the users (or groups of users) who are required to complete a prerequisite item.

Add Users

- Click **Manage Users**.



Title	Type	Date Added	All Users	Info
<input type="checkbox"/> This is a test	Online	2/19/2019	No - Manage Users	i

- Click **Add Users/Groups**.



- Enter course keywords or title in the **Search For** field.
- Choose a **Search Type** from the dropdown.
- Choose a **Type** from the dropdown.

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- vi. Choose an option from the **User Search** menu, which allows you to conduct the search in your current domain or in your current domain and all of its descendants.
- vii. Click **Search**.
- viii. Use the checkboxes to *select* the **users and/or groups of users** you want to add. Click **Add**. A confirmation message will display.



Remove Users and/or Groups from prerequisite requirement.

- iii. Click **Manage Users**.



- iv. Use the checkboxes to *select* the **users and/or groups of users** you want to remove. Click **Remove**. A confirmation message will display. Click **Okay**.

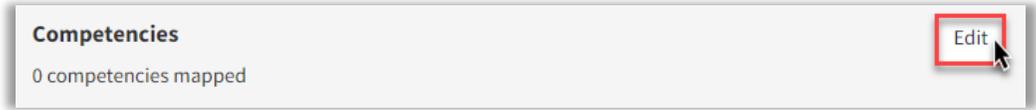


- 4. When you are done making changes, *click Check-in*.

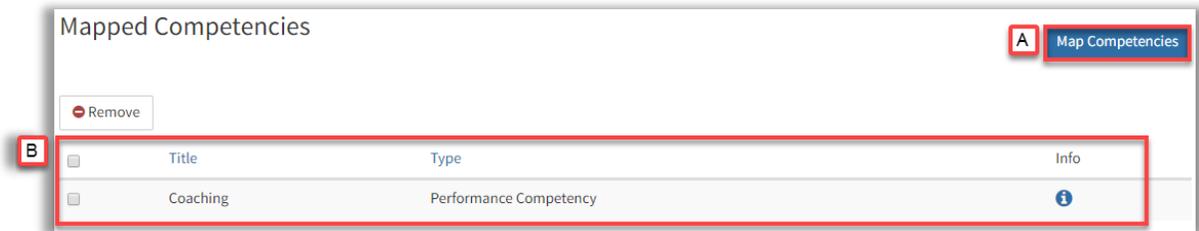


Edit Course Competencies

1. From the 'Course Edit' Screen, *click Edit* on the 'Competencies' section.

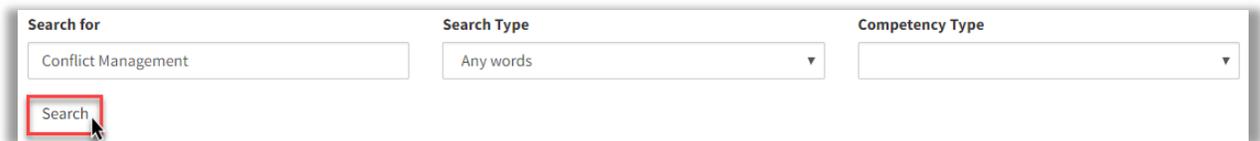


2. This will open the 'Mapped Competencies' page.

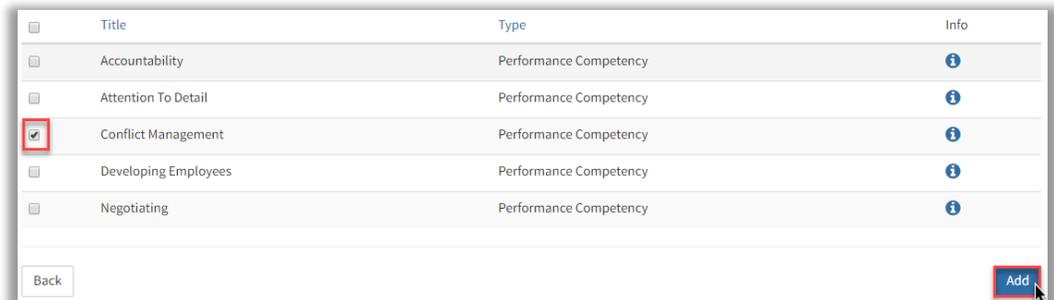


A. Map Competencies –

- i. *Click Map Competencies.*
- ii. *Enter course keywords or title in the Search for field.*
- iii. *Choose a Search Type from the dropdown.*
- iv. *Choose a Competency Type from the dropdown. (optional)*
- v. *Click Search.*

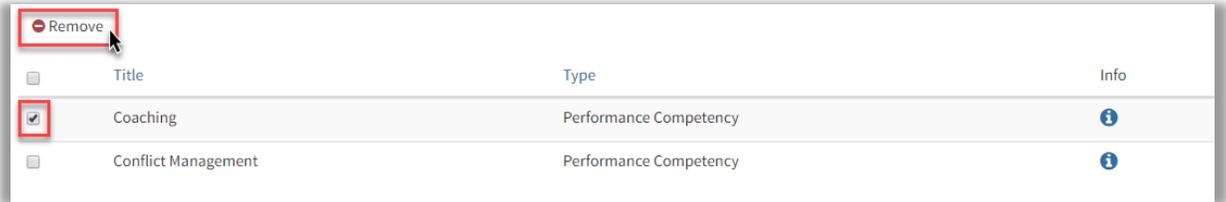


- vi. *Use the checkboxes to select the competencies you want to map to the content item. (You may select more than one.)*
- vii. *Click Add.* A confirmation message will display, *Click Back* to view mapped competencies.



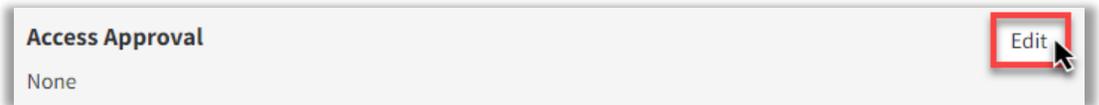
B. Remove Mapped Competency –

- i. Use the checkboxes to select the competencies you want to remove.
- ii. Click, **Remove**. A confirmation window will appear, click **OK**.

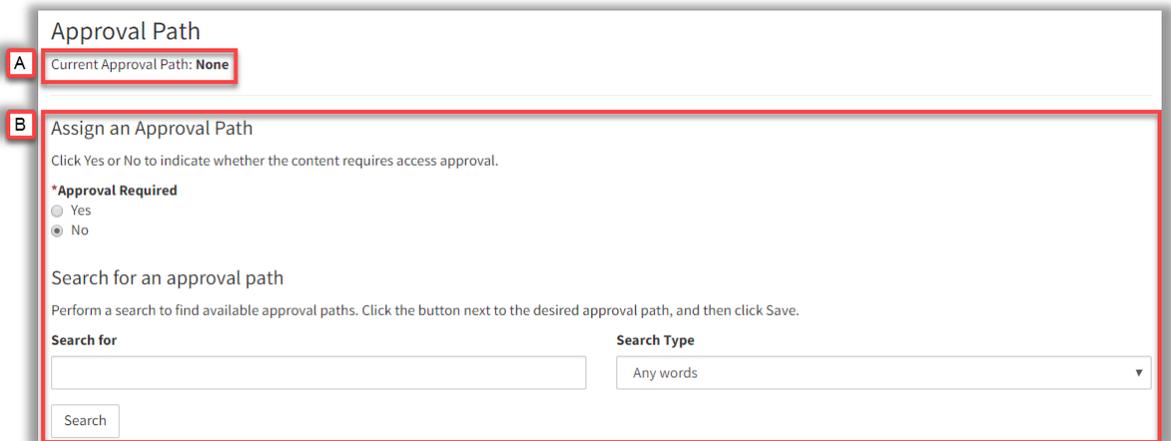


Edit Course Access Approval

1. From the 'Course Edit' Screen, click **Edit** on the 'Access Approval' section.



2. This will open the 'Access Approval' page.



- A. **Current Approval Path:** If there is a current approval path assigned, it will appear here.
- B. **Manage Approval Paths –**
 - i. **Assign Approval Path**

1. Select the **Yes** radio button to indicate the content requires access approval.
2. Enter

Assign an Approval Path

Click Yes or No to indicate whether the content requires access approval.

***Approval Required**

Yes

No

- keywords or phrases in the **Search for field**.
3. Choose a **Search Type** from the drop down.
 4. Click **Search**. A list of Approval Paths matching your criteria will display.

Search for an approval path

Perform a search to find available approval paths. Click the button next to the desired approval path, and then click Save.

Search for: Enhanced

Search Type: Any words

Search

5. Select the **radio button** to indicate which Approval Path you would like to assign. Click **Save**.

Title	Info
<input checked="" type="radio"/> Enhanced Certification Training Approval Path	Info

Back Save

6. The following message will appear.

✔ The approval path is now associated with the content.

ii. Remove Approval Path

1. Select the **No** radio button to indicate the content **does not** require access approval.
2. Click **Save**. A confirmation box will appear. Click **OK**.
3. When you are done making changes, click **Check-in**.

Assign an Approval Path

Click Yes or No to indicate whether the content requires access approval.

***Approval Required**

Yes

No

Updated Course Title [Info](#)

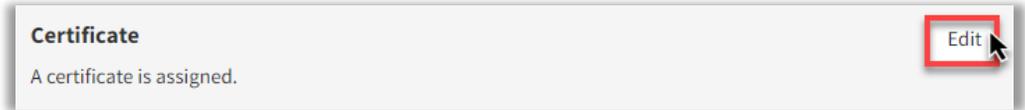
Online Under Revision

Check-in

Edit Course Certificate

By default, the system assigns a generic Course Certificate.

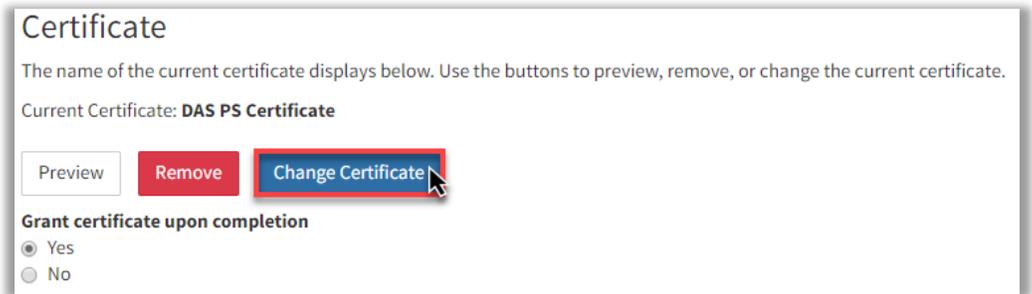
1. From the 'Course Edit' Screen, *click* **Edit** on the 'Certificate' section.



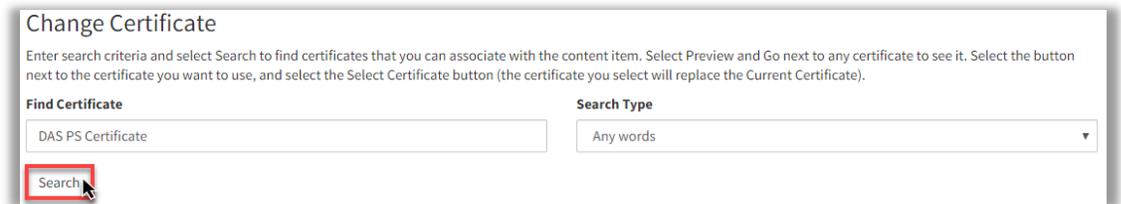
2. This will open the 'Certificate' page.

A. Change Certificate –

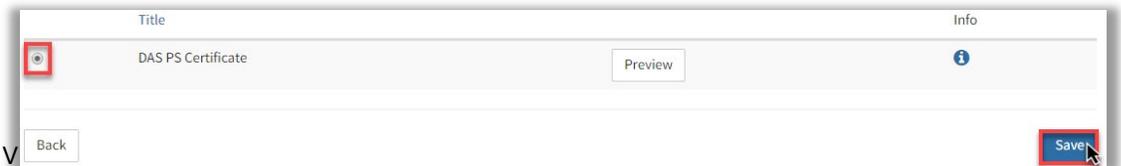
- i. Click Change Certificate.



- ii. Enter keywords or phrases in the **Find Certificate** field.
- iii. Choose a **Search Type** from the dropdown.
- iv. Click **Search**. A list of certificates matching your search criteria display.



- v. Select the **radio button** to indicate which Certificate you would like to assign. Click **Save**.



- vii. The following message will appear.



- B. Remove Certificate –
- i. Click Remove.

Certificate

The name of the current certificate displays below. Use the buttons to preview, remove, or change the current certificate.

Current Certificate: **DAS PS Certificate**

Grant certificate upon completion

Yes

No

- ii. A confirmation box will appear. Click **OK**.
- iii. The following message will appear:

✔ The certificate was associated with the content.

3. When you are done making changes, click **Check-in**.

Updated Course Title ⓘ

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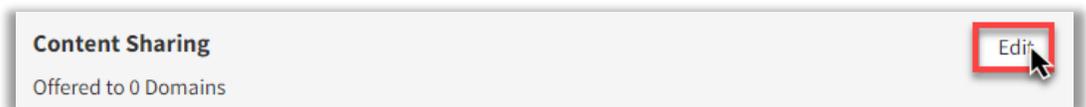
Edit Course Content Sharing

There are two methods for sharing courses in iLearn. One for sharing with **all domains**, and another for sharing with a **single or select few domains**.

- Sharing a course with **All Domains** – Do not use the ‘Share Content With All Domains’ checkbox. Instead, you will need to follow these steps:
 1. Send an email to iLearnOregon@oregon.gov outlining the following information:
 - Course Title
 - Course Description
 - Course Delivery Type
 - Course Unique ID
 2. Next, the DAS iLearn Team will send an email with the course information to **all Domain Administrators**. Each Agency will have **three business days** to decline the course being pushed to their domain. If agencies **do not** decline, the content will be pushed into their domain. *If your agency did not create the content and request the share, **do not** encourage staff to access training until the three day window ends and the course is shared with your domain.
- Sharing a course with a **single or select few Domains** – This requires actions from both the **sending** and **receiving** domains. You will need to work with the Domain Administrator(s) for the domain(s) and follow the Share/Approve process outlined in these steps:

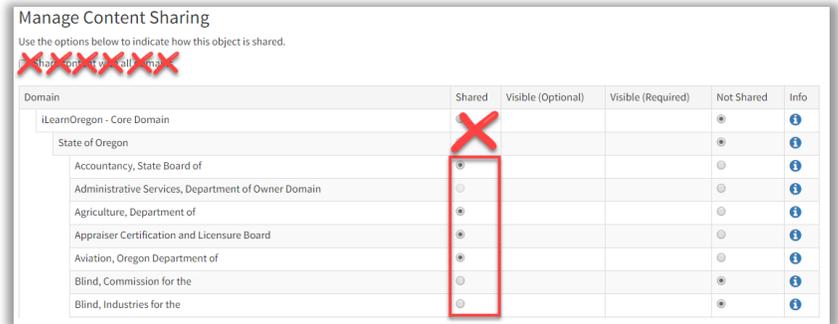
Part One (Sending Domain)

1. From the ‘Course Edit’ Screen, *click* **Edit** on the ‘Content Sharing’ section.



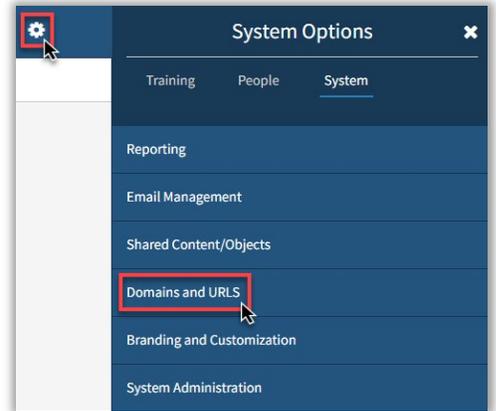
2. *Select* the **Shared radio button(s)** next to the domain(s) you have communicated with to share the content, *click* **Save**. The content

owner domain will be *greyed out*. *You should never share with the iLearnOregon Core Domain or State of Oregon.

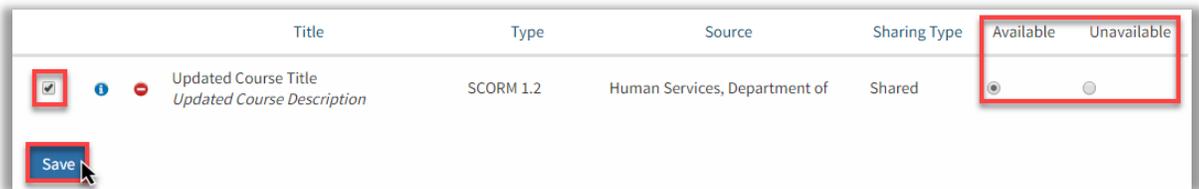


Part Two (Receiving Domains)

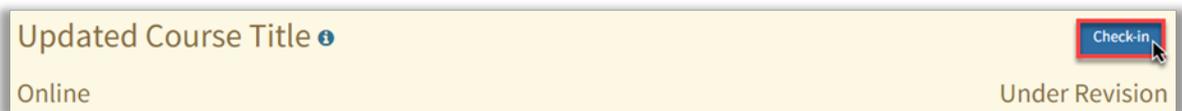
- From your iLearn Homepage, *Click* on the **System** icon. A slide out menu will appear. *Click Shared Content/Objects*.



- Enter* the **Course Title** or **Keywords** in the **Search Text** field. *Click Search*.
- Select* the **checkbox** to choose the item you want to accept into your domain. You can select multiple at one time. *Use* the **radio button** associated with an item to choose whether it will be **available** or **unavailable**. *Click Save*.



- A message will appear stating "The changes were saved."
- When you are done making changes, *click Check-in*.



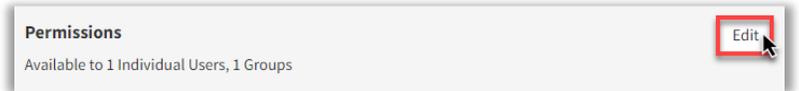
Edit Course Permissions

The Course must be shared with any domain other than your own before adding any level of permissions to allow another domain access.

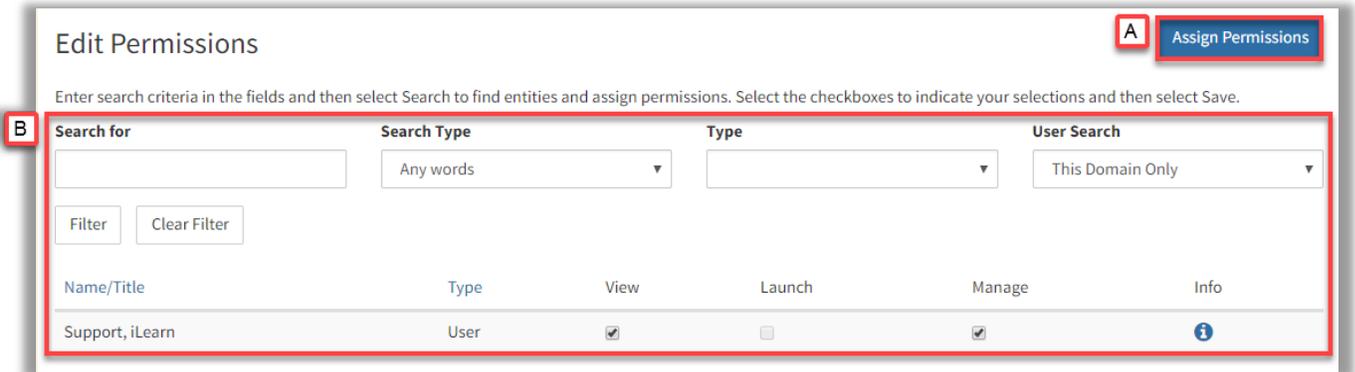
When content is created, there are automatically two entries for the list at the bottom of the Edit Permissions page.

- Creator of the content item: The creator of the content item is identified by his or her user name and automatically receives View, Launch, and Manage permissions for the item.
- Everyone role: The Everyone role includes all registered users of the system. This role automatically gets the View and Launch permissions for most content items. For courses, curriculums, on-the-job training events, certifications, and external learning events, this role only gets the View permission. Enrolling in items like a course or curriculum grants users the Launch permission.

1. Click **Edit** on the 'Permissions' section.



2. This will open the 'Edit Permissions' page.

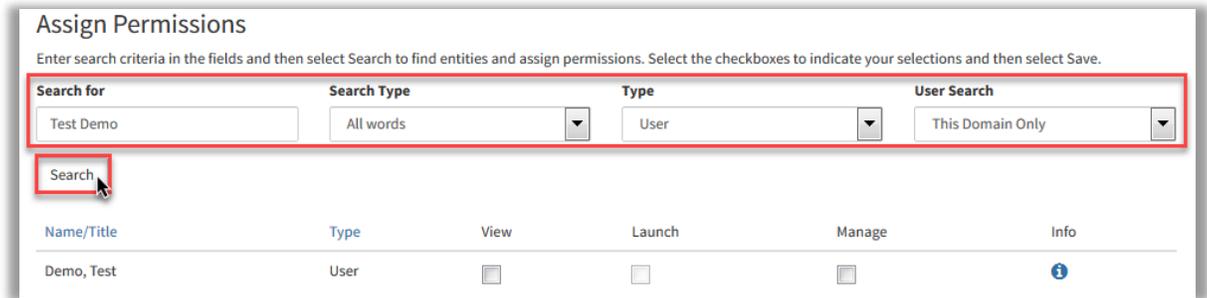


A. Assign Permissions –

- i. Click **Assign Permissions**.
- ii. Enter keywords or phrases in the **Search for** field.
- iii. Choose a **Search Type** from the dropdown.
- iv. Choose a **Type** from the dropdown.

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- v. Choose an option from the **User Search** menu, which allows you to conduct the search in your current domain or in your current domain and all descendants.
- vi. Click **Search**. A list of users and/or entities matching your search criteria displays.



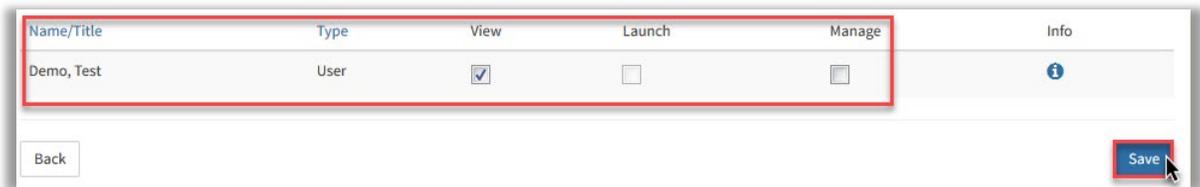
Assign Permissions
Enter search criteria in the fields and then select Search to find entities and assign permissions. Select the checkboxes to indicate your selections and then select Save.

Search for	Search Type	Type	User Search
Test Demo	All words	User	This Domain Only

Search

Name/Title	Type	View	Launch	Manage	Info
Demo, Test	User	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	i

- vii. Select the checkbox that corresponds to the user (and/or entity) and the desired permissions level. For example, if you want to assign an individual user the Manage permission, select the checkbox associated with both the user and that permission. To remove this permission, select the checkbox again to remove the checkmark.
- viii. Click **Save**.



Name/Title	Type	View	Launch	Manage	Info
Demo, Test	User	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	i

[Back](#) [Save](#)

B. Edit Permissions –

- i. Find the desired user and/or entity in the existing permissions table at the bottom of the page.
 - ii. Select the checkbox that corresponds to the user (and/or entity) and the desired permissions level. For example, if you want to assign an individual user the Manage permission, select the checkbox associated with both the user and that permission. To **remove** this permission, select the checkbox again to remove the checkmark.
 - iii. Click **Save**.
3. When you are done making changes, click **Check-in**.

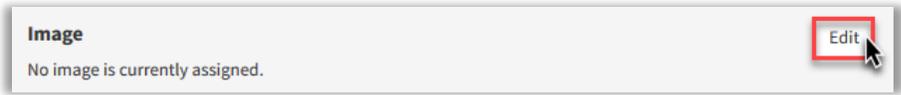


Updated Course Title [i](#) [Check-in](#)

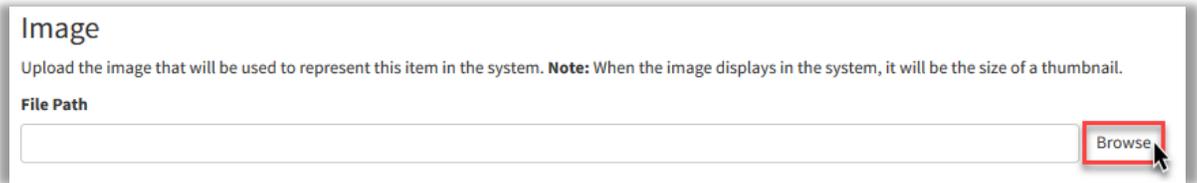
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Edit Course Image

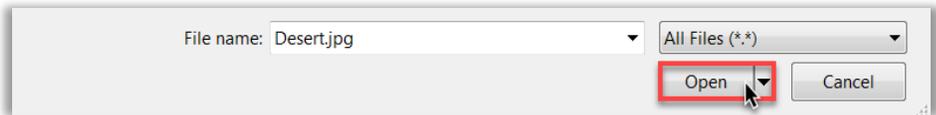
1. Click **Edit** on the 'Image' section.



2. This will open the 'Image' page.
3. Click **Browse**.

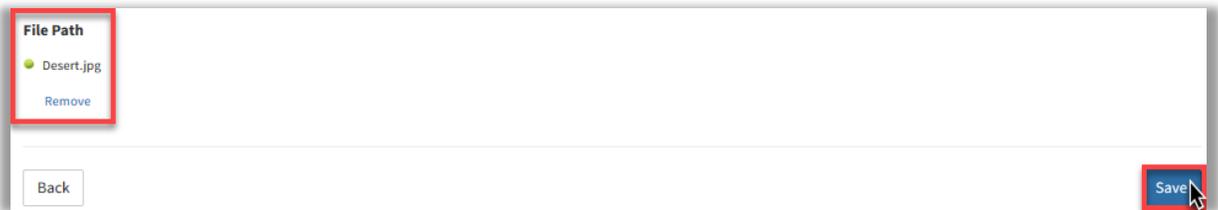


4. Search for and select the image you want to upload.
5. Click **Open**



6. After the image uploads, the name of the image is listed under File Path. Click **Save**.

If you need to remove this image and repeat steps 4-5, click **Remove.*



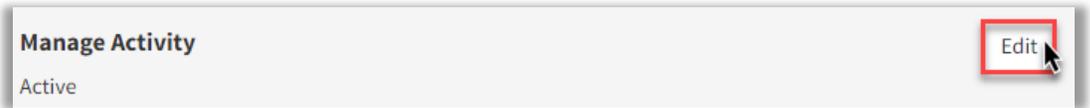
Remove Course Image -

1. Click **Edit** on the 'Image' section.
2. This will open the 'Image' page.
3. Click **Delete** below the image. A confirmation window will appear, click **OK**.
4. When you are done making changes, click **Check-in**.

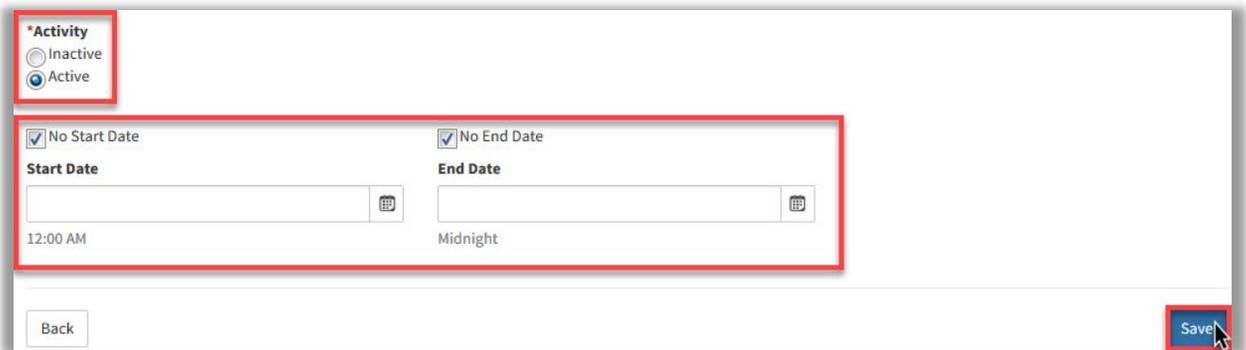


Edit Course Activity

1. Click **Edit** on the 'Manage Activity' section.



2. This will open the 'Manage Activity' page.
3. Select active or inactive from the **Activity** section, click **Save**.
*If you want the content item to be active or inactive for a specific period of time, enter a specific date. Not entering a specific date means the content item will always be active (users can find the content item in search results).



4. The following message will appear.



5. When you are done making changes, click Check-in.



Edit Course Window

It is recommended to edit this setting from your content development software. For any questions, contact: iLearnOregon@oregon.gov.