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](mailto:iLearnAdministrator@oregon.gov). If your agency does not have a designated iLearn Administrator contact the System Administrator at [iLearnOregon@oregon.gov](mailto:iLearnOregon@oregon.gov) or call 503-378-6329.

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Navigating to the ‘Course Edit’ screen


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.

   ![Summary screen]

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

   ![Title field]

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

   ![Description field]

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

   ![Keywords field]
3. After completing your updates to the ‘Summary’ section, **click Save**.

![Summary Form]

4. The following message will appear.

![Confirmation Message]

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.
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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 computed 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 time 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 choose 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**.
6. The following message will appear.

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

**Edit Course Files**

i. From the ‘Course Edit’ Screen, **click Edit** on the ‘Course Files’ section.

ii. This will open the ‘Course Files’ page. **Click Browse**.

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

4. The following message will appear.

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

   Updated Course Title
   Online
   Under Revision
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

1. From the ‘Course Edit’ Screen, click Edit on the ‘Prerequisites’ section.

2. This will open the ‘Prerequisites’ page.

A. Add Prerequisite –
   i. Click Add Prerequisites. The Add Prerequisites page will open.
   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.
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.

![Filter Prerequisites](image)

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

   ![Course Edit Screen]

2. This will open the ‘Equivalencies’ page.

   ![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.*

   ![Add Equivalencies]

   vii. The following message will appear.

   ![Message: The items were added as equivalencies.]

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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.
   
   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 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**

i. **Click Manage Users**.

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

   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.

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.
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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.

![Remove Mapped Competency](image)

Edit Course Access Approval

1. From the ‘Course Edit’ Screen, click Edit on the ‘Access Approval’ section.

![Access Approval](image)

2. This will open the ‘Access Approval’ page.

![Approval Path](image)

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

### 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**.

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1. Select the **Yes** radio button to indicate the content requires access approval.
2. Enter 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.
5. Select the radio button to indicate which Approval Path you would like to assign. Click **Save**.

### 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**.
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 Removal Options]
   ii. A confirmation box will appear. **Click OK.**
   iii. The following message will appear:
      ![Certificate Removed Confirmation]

3. When you are done making changes, **click Check-in.**
   ![Check-in Button]

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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.

  ![Content Sharing](image)

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

2. **Enter** the **Course Title or Keywords** in the **Search Text** field. **Click Search.**
3. **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.**

4. A message will appear stating “The changes were saved.”.
5. 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 descendents.

vi. Click Search. A list of users and/or entities matching your search criteria displays.

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.

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.
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