

## iLearnOregon Adding a New Online Course

This job aid provides you with the minimum steps that you need to take in order to add a new online course and assign a survey to it. If your learners use iPads or other mobile devices, you should consider including HTML 5 when publishing your course.

To add a new online course in iLearnOregon, you need to complete the following steps:

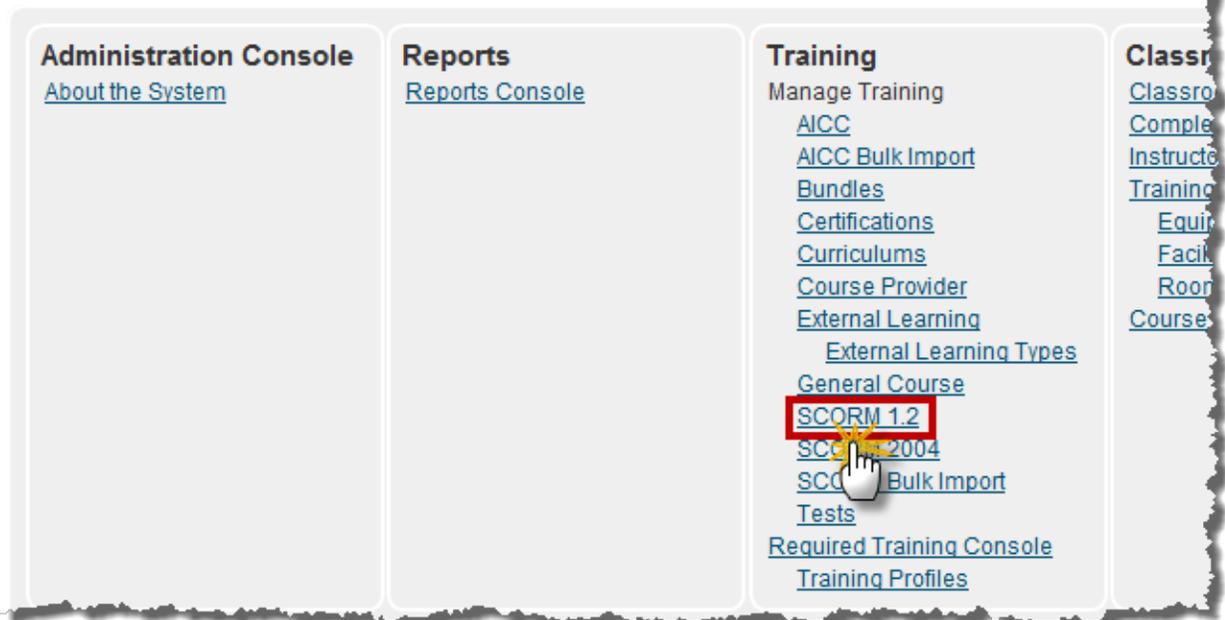
1. On the top menu bar you will see a button for Administration. Click on the **Administration** button.



2. From the Administration Console under Manage Training, click on **SCORM 1.2**.

## Administration Console

Manage users, system configuration options, and system behavior.



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## Adding a New Online Course

3. Select *Create New*.

### SCORM 1.2



Search for, create and manage SCORM 1.2 courses, and perform other actions for the courses. When managing a course, use the workflow steps to enter information for the course.

**Search**

Simple Search | [Advanced Search](#)

To perform a search, enter keywords in the Search Text field. Then make selections using the search criteria options, and click Search. Use the Advanced Search link to enter more specific search criteria for your search.

Search Text

Search Type All words

Create New

4. Click *Browse* to search for your zip file that you want to upload.

### New Course



Search for, create and manage SCORM 1.2 courses, and perform other actions for the courses. When managing a course, use the workflow steps to enter information for the course.

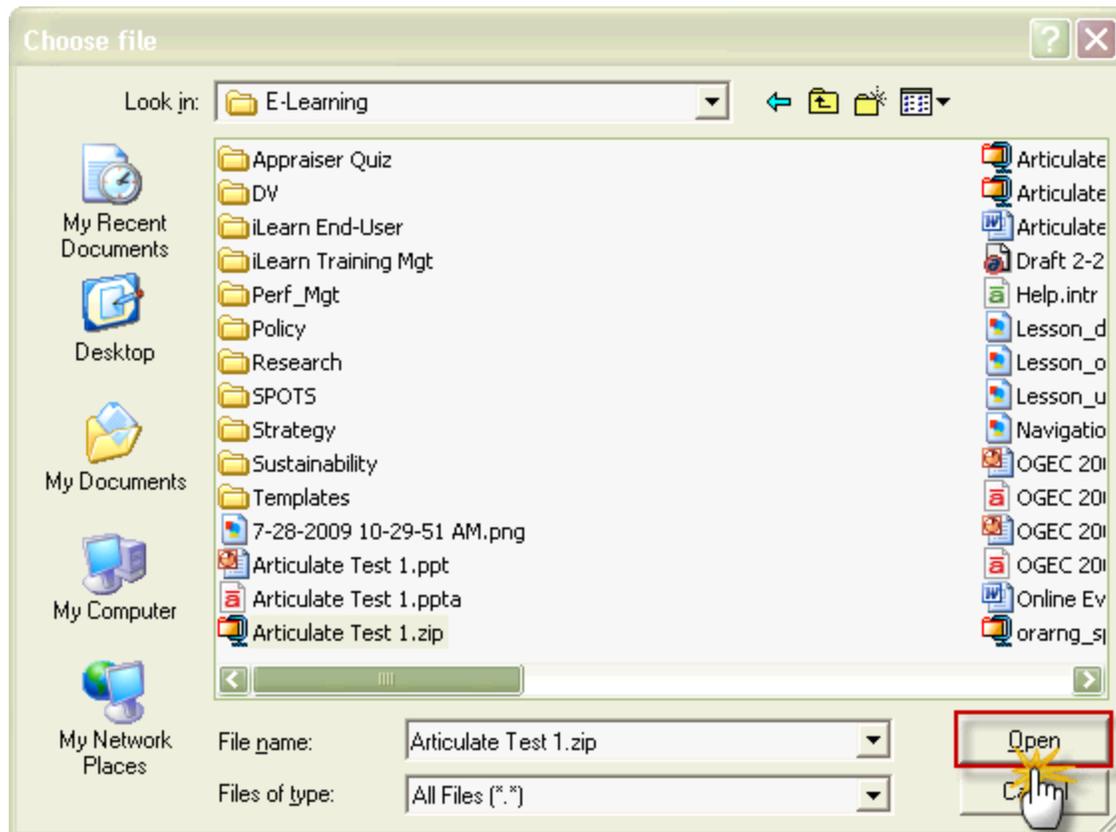
**Upload Course Files**

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 Create.

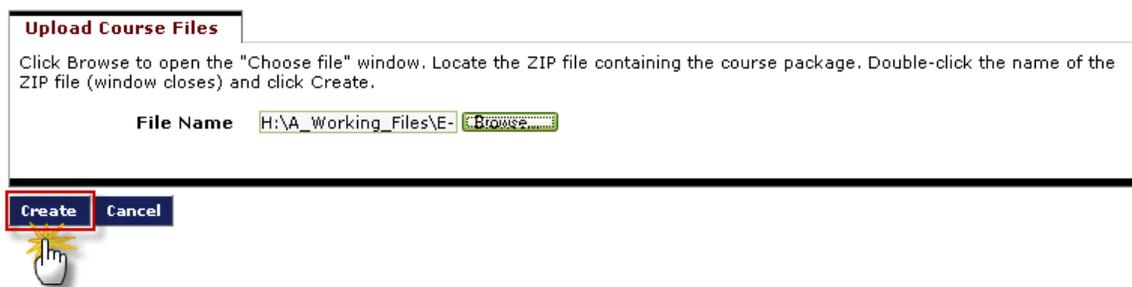
File Name

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5. The Choose File window opens. Navigate to where your zip file is saved. Select the file and click **Open**.



6. Once the zip file is added, select **Create**. This will take you to the Edit Summary tab and a confirmation displays that the course was created.



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7. On the Edit Summary page the title, description, and keywords are populated. You can change the information.

**Edit Summary**   Comments

Type new or change existing summary information about this course. The system also uses this information to find the course when users perform searches.

\* 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

Ensure the "Course Provider" field list your division's title.

For "Credit Type" **do not** use College Credit or Continue Education Units. Best to use Professional Development or Technical Credit.

8. If you update any information on the Edit Summary page, click **Save**.
9. Select the **Course Settings** tab.

Course Files   Summary   Categories   Versioning   Image   Prerequisites   Equivalencies   Certificate   Window

**Course Settings**   Access Approval   Permissions   Activity   Content Sharing   Check In

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10. Remove the check marks next to *Display Page Header* and *Display Table of Contents*.

Review the course settings selections and make changes if desired. Click Save to save any changes you make.

**Display Page Header**

**Display Table of Contents**

**Hide Course Table of Contents When SCO is Accessed**

**Automatically Open First SCO**

**Course Score Calculation**

Average Score

Maximum Score

First Score

Most Recent Score

**Score Update Preference**

Always

Greater Only

Never

**New Attempt Logic**

Ask User

Never New

Always New

11. 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.

Course Files Summary Categories Versioning Image Prerequisites Equivalencies Certificate Window

Course Settings Access Approval Permissions Activity Content Sharing **Check In**

### Publishing Tips

- Publish all courses in SCORM 1.2.
- Publish the score as a percentage (%) instead of the raw score.
- Publish course reporting status as "Complete/Incomplete".
- Publish the course to HTML 5.
- iLearnOregon logs the # of attempts. Attempts are defined as independent "course completions". All activity in a course which does not complete a course (course stays in "incomplete" status) is defined as the first attempt. Only when the course completes as designed by the authoring tool, does it log as an attempt.
- When a user completes a course make sure that they first click on the authoring tools' "close/exit" button which will close the course and sends the progress status to iLearnOregon.

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To assign a survey to the online course that users will be required to complete before their certificate becomes available, complete the following steps:

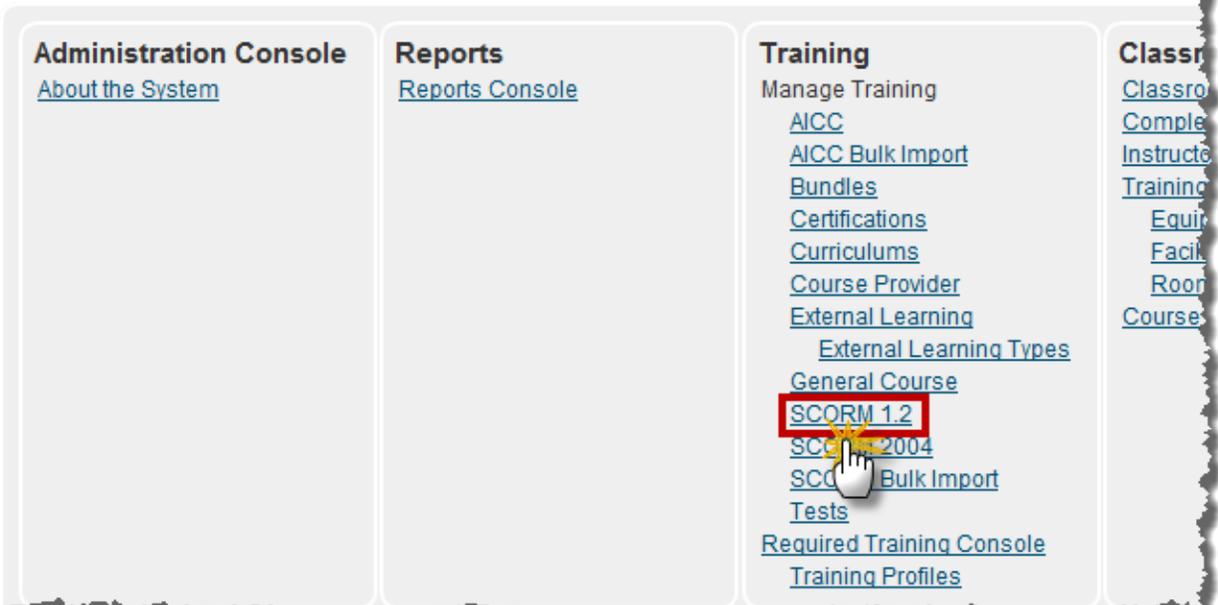
1. On the top menu bar you will see a button for Administration. Click on the **Administration** button.



2. From the Administration Console under Manage Training, click on **SCORM 1.2**.

## Administration Console

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3. Search for the course that you want to assign the survey to.

### SCORM 1.2



Search for, create and manage SCORM 1.2 courses, and perform other actions for the courses. When managing a course, use the workflow steps to enter information for the course.

**Search**

Simple Search | [Advanced Search](#)

To perform a search, enter keywords in the Search Text field. Then make selections using the search criteria options, and click Search. Use the Advanced Search link to enter more specific search criteria for your search.

Search Text

Search Type

4. Click on the title of the course.

**Search**

Simple Search | [Advanced Search](#)

To perform a search, enter keywords in the Search Text field. Then make selections using the search criteria options, and click Search. Use the Advanced Search link to enter more specific search criteria for your search.

Search Text

Search Type

Records found: 1

	Title	Rating
	<a href="#">DAS - CHRO - Professional Workplace</a> DAS - CHRO - Professional Workplace	None

5. Click on *Surveys*.

**DAS - CHRO - Professional Workplace**

No Rating Available

Course Provider : DAS - HRSD  
Duration (Hours) : .30  
Credit(s) : None

DAS - CHRO - Professional Workplace

[Manage](#) [Required Training](#) [Surveys](#) [Delete Content](#)

Type : SCORM 1.2

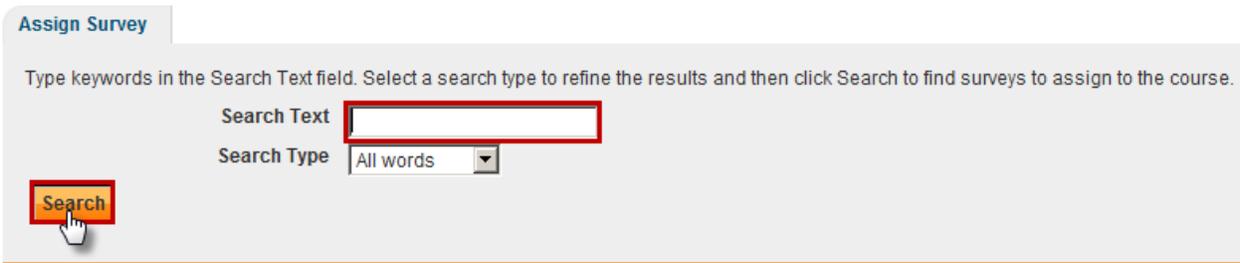
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## Adding a New Online Course

6. Click on **Go** to assign the survey.



7. Enter the name of the survey in the Search field and click on **Search**.



8. Click on the radio button next to the name of the survey. Click **Assign**. The survey will now be assigned to the course.

