Loading an eCourse into the LMS

Many of the courses in the Learning Management System are eCourses, or self-directed online activities that the Learner can launch from the LMS. General instructions to load an eCourse are below.

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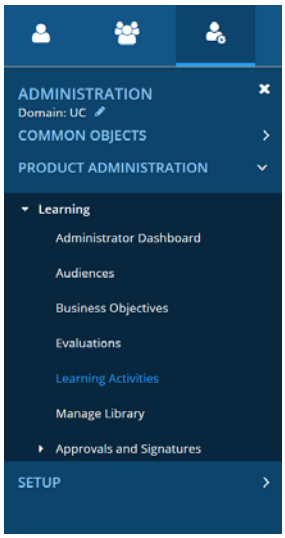
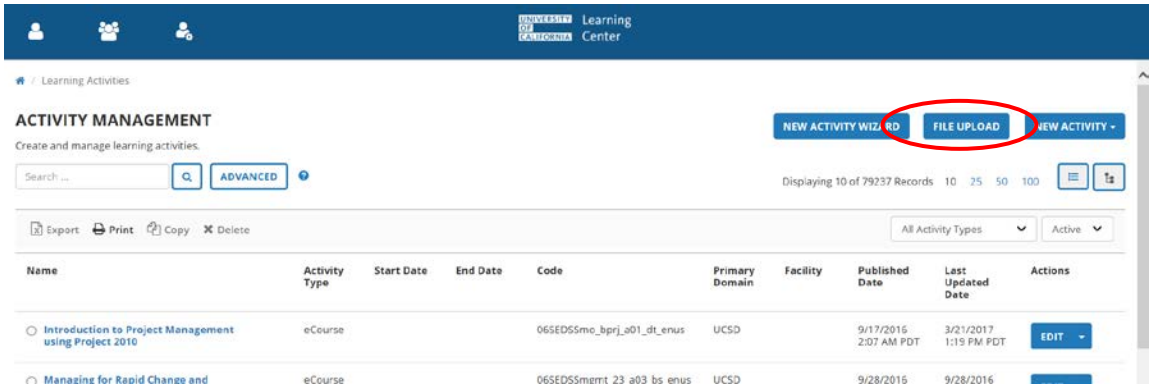
1. Click on **Administration → Product Administration → Learning → Learning Activities**



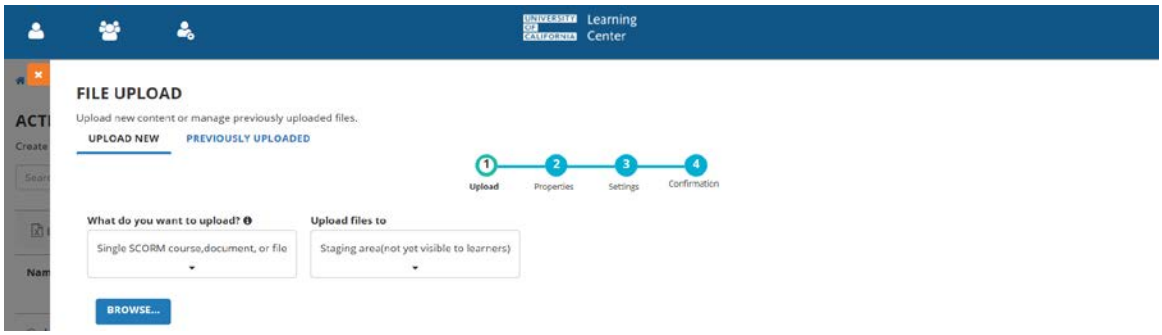
Helpful Hint: If you ever lose your place in the process of loading an eCourse, return to this step. It will take you to the Activity Management Page where you will be able to search for the course by name. Click on the course name to continue where you left off.

2. Click on **File Upload.**

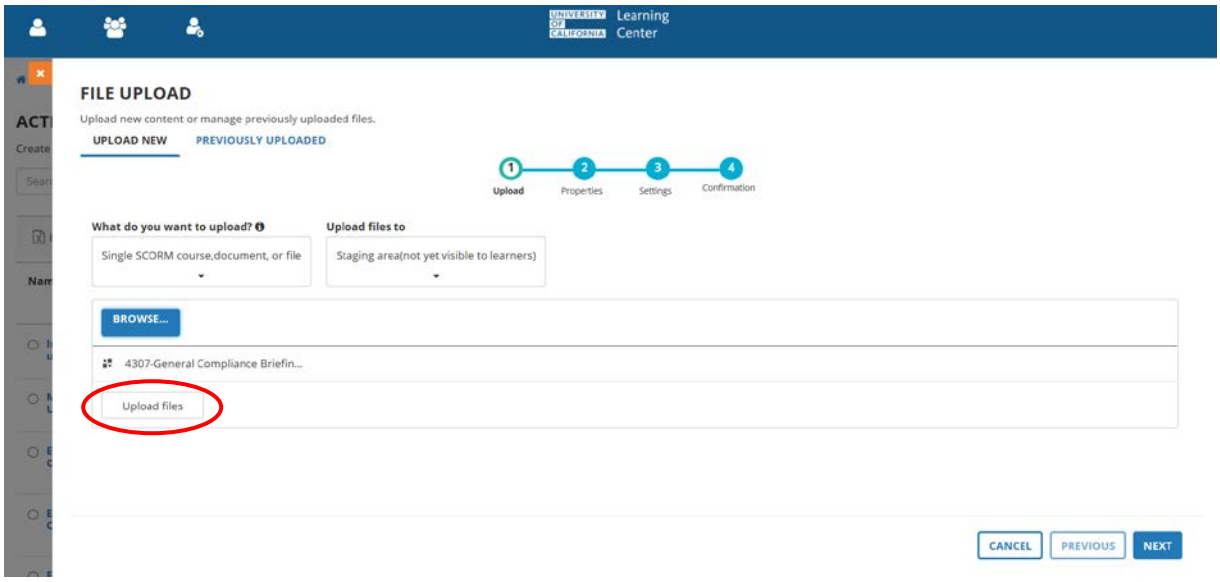


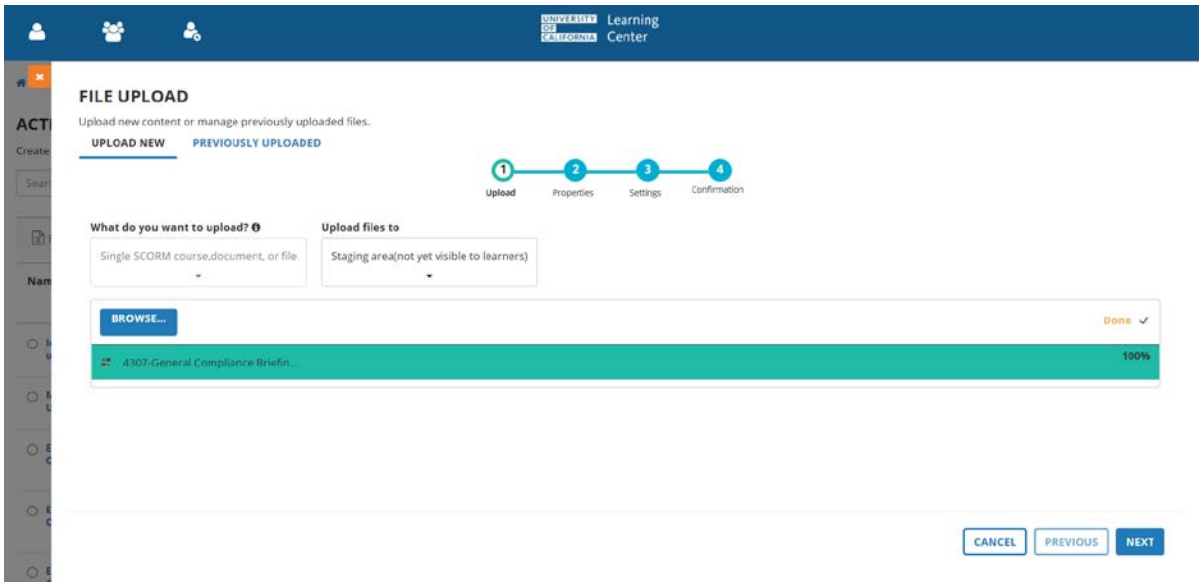
3. On the File Upload screen, ensure that the **Single SCORM course, document or file** and **Staging area (not yet visible to learners)** choices are selected. Only one eCourse should be loaded at a time. SCORM Courses are always in zip file. Always upload files to Staging area.

4. Click **Browse** to navigate the location of the course in your files.



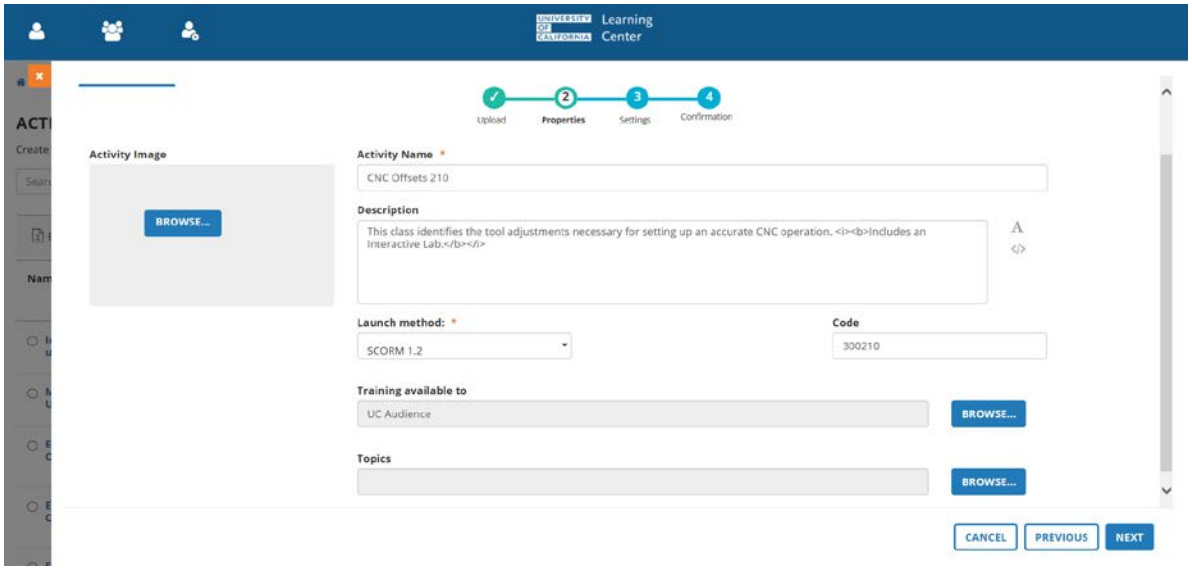
5. Click **Upload files.**





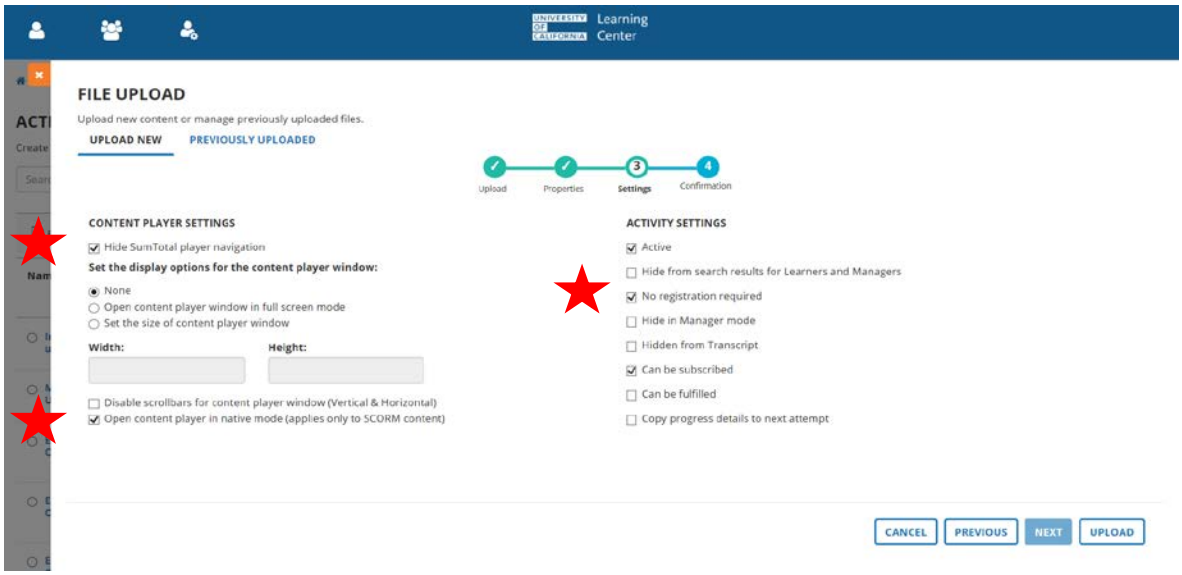
6. Click **Next.**

7. Specify file properties:
   a. **Activity Name**: Add the Activity Name. The name should be provided by the content owner in the Training Rollout Questionnaire.
   b. **Description**: Add the description of the eCourse, which will also have been given by the content owner in the Training Rollout Questionnaire.
   c. **Launch Method**: Generally SCORM 1.2.
   d. **Activity Code**: Provide an activity code for the course, following your location's naming convention.
   e. **Training Available To:** Select the audience you need to test the course (ex: UCOP audience).
   f. **Topics:** Leave topics blank at this time. You can add them before pushing the activity to production.



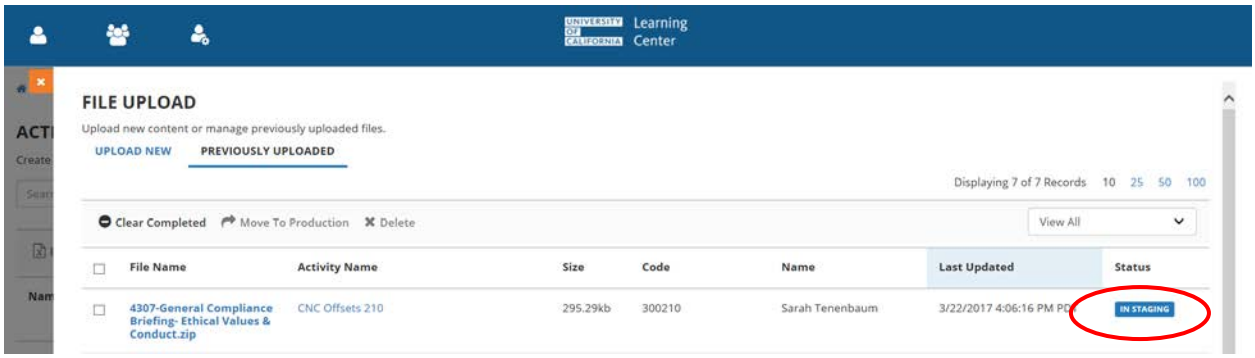
8. Click **Next.**

9. Specify the file settings:
    a. Check the box for **No Registration Required**
    b. Check the box for **Open content player in the native mode (applies only to SCORM content).**
    c. Check the box for **Hide SumTotal Player Navigation**. This will hide the default SumTotal eCourse player; almost all courses will have their own navigation within the course so showing the SumTotal delivered navigation doesn't look attractive and is confusing.

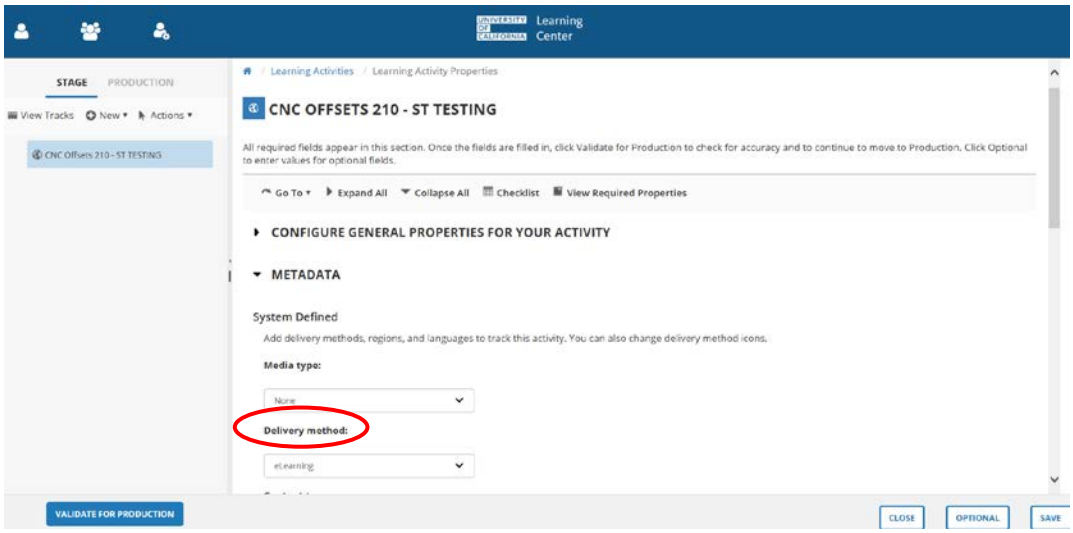


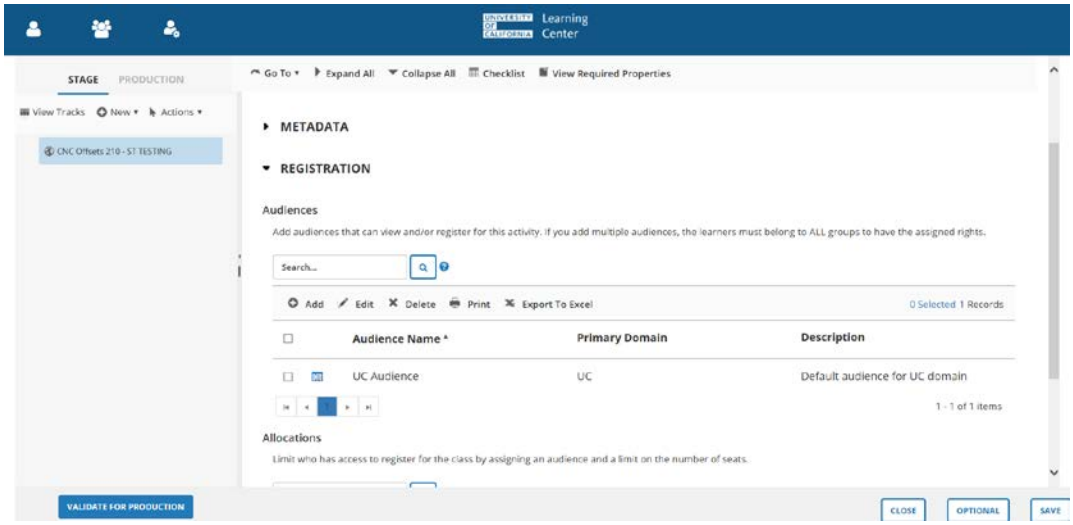
10. Click **Upload**. The upload will then be in progress.

11. Click on **View in Progress**. The course should be "In staging," though it may take a few minutes to get to this point depending on the file size.

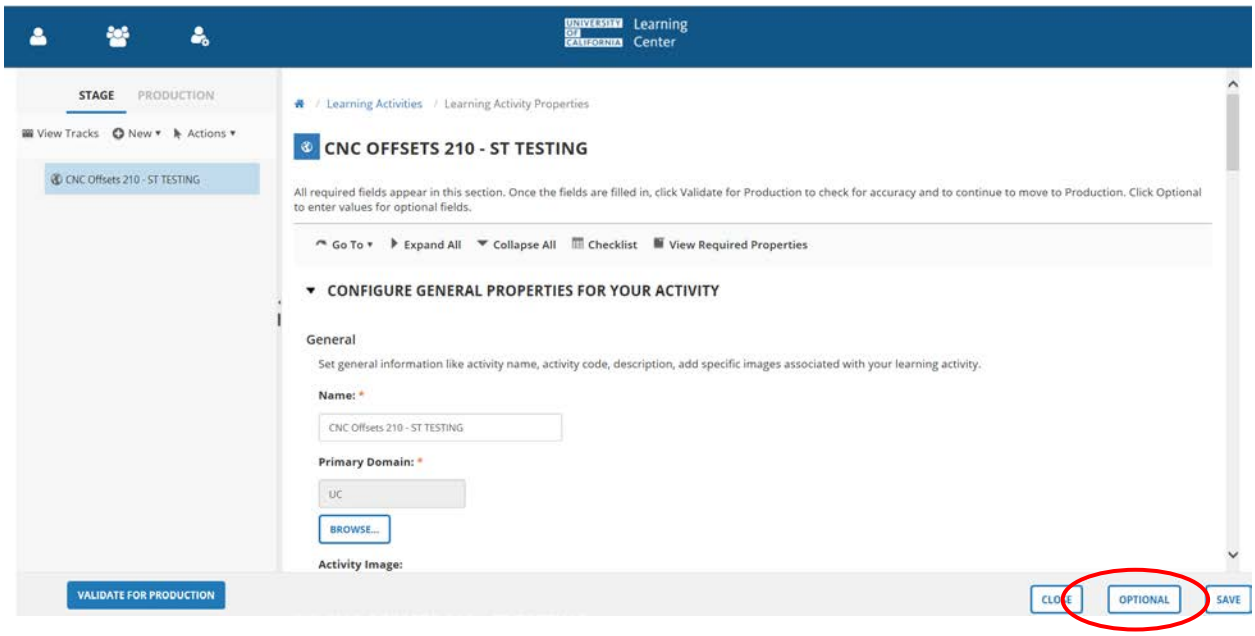


12. Once the course is in staging, click on the course name. More settings will appear.
    a. Go to **Metadata → System Defined.** Change delivery method to **eLearning**. This changes the icon associated with the class to the globe associated with eCourses.
    b. Go to **Registration → Audience** and make sure the course has an audience. This is who can search and register for the activity.

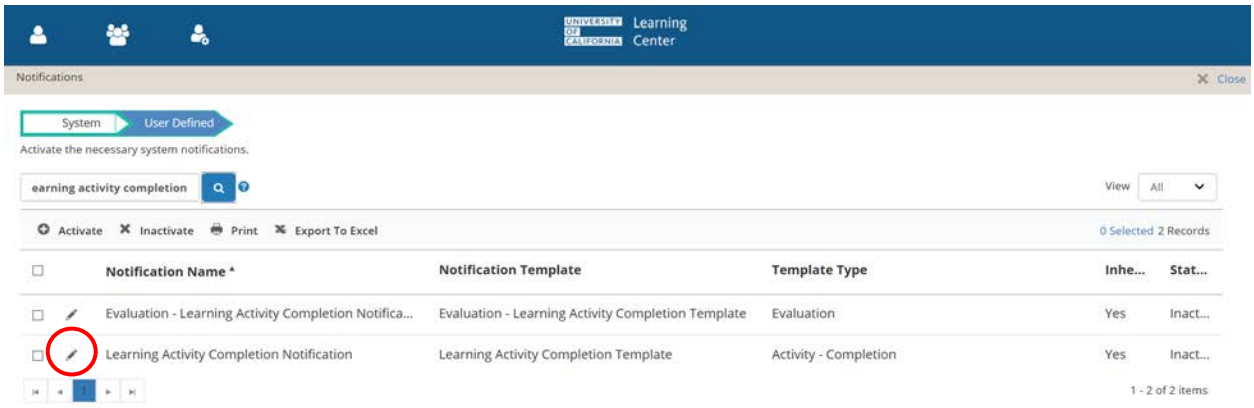


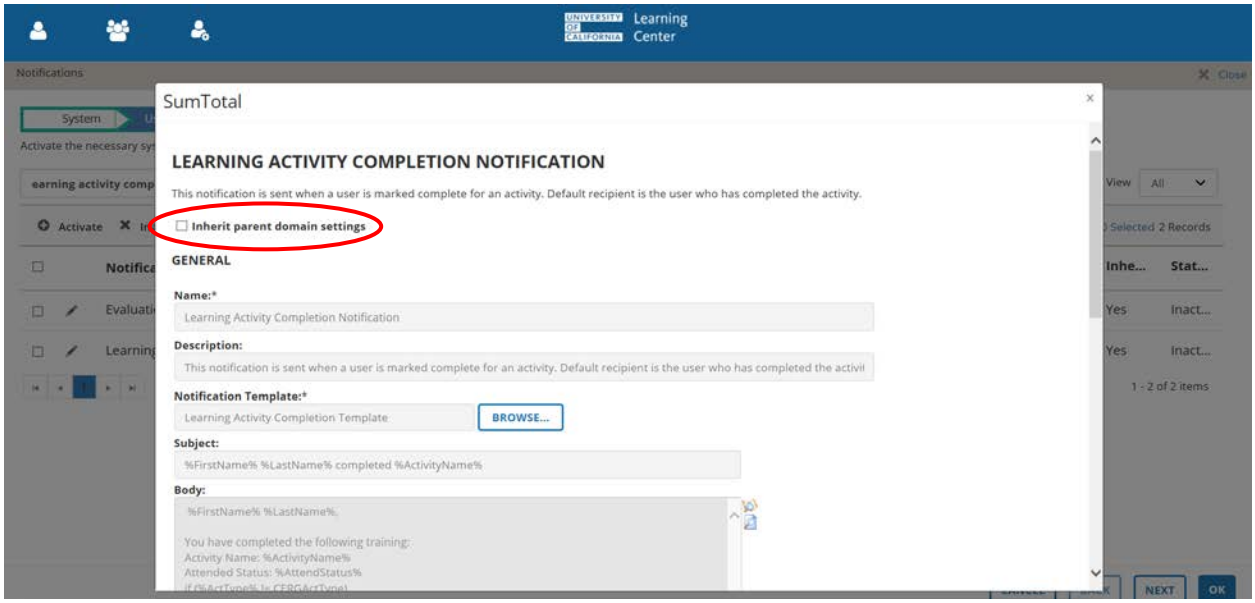


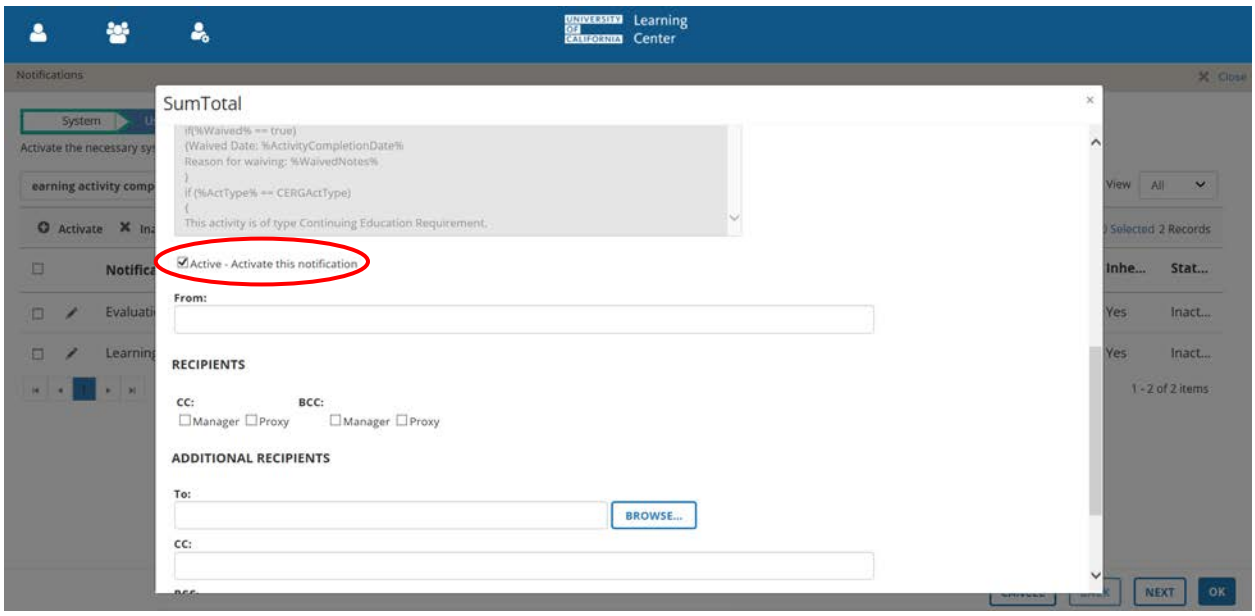
13. Click on **Optional** in the bottom right corner to view more settings.



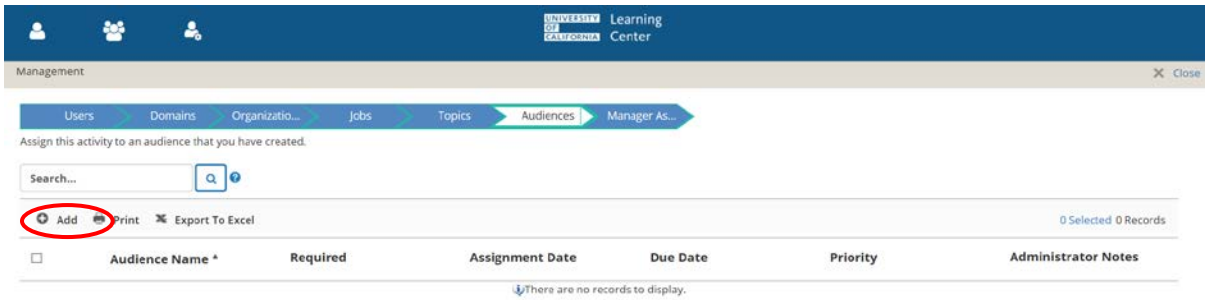
14. Click on **Notifications → System.** Check the notifications you want turned on for this course. It is recommended that only the **Learning Activity Completion Notification** is turned on unless the activity will be assigned. You can search for this in the search bar (top left corner) rather than scrolling through all the options, too.
    a. Click the **pencil** on the left side of the notification name.
    b. Uncheck **Inherit Parent Domain Settings.**
    c. Scroll down. Check the box **Active – Activate this Notification.**
    d. Click **OK.**
    e. You should now be back at the notifications page; click **OK** again to get back to the Optional Settings Page.

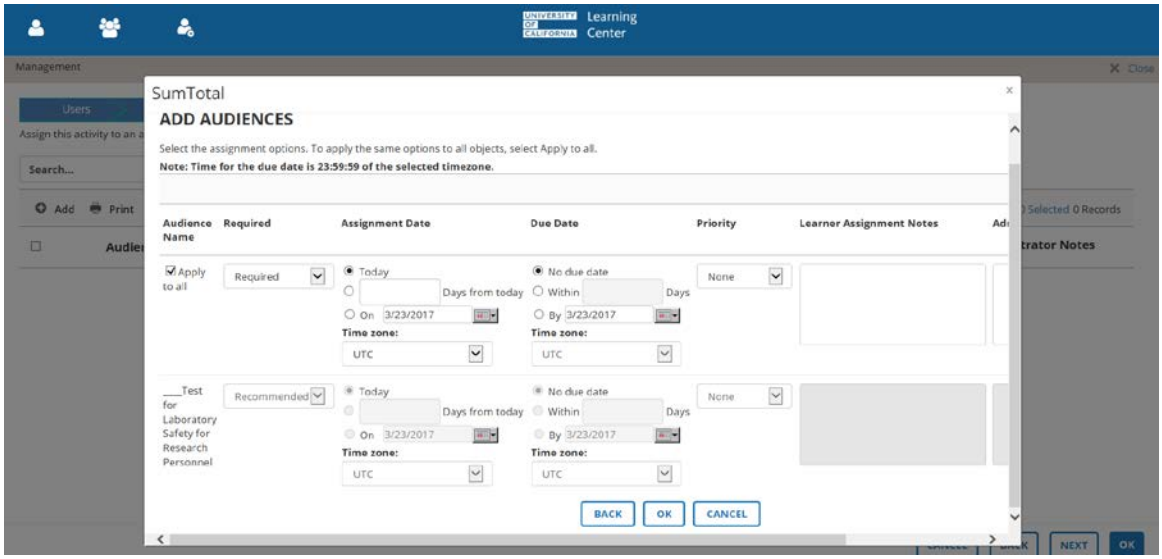




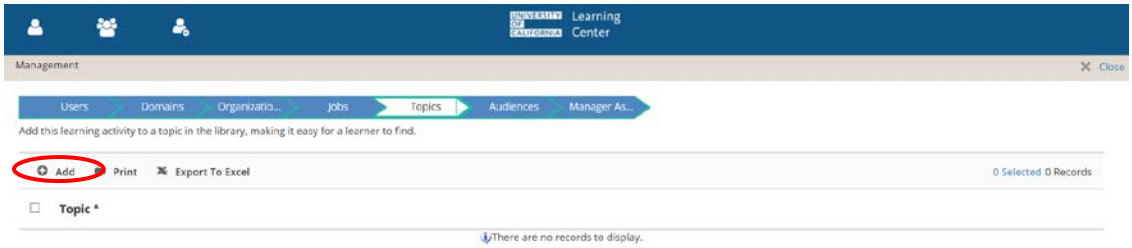


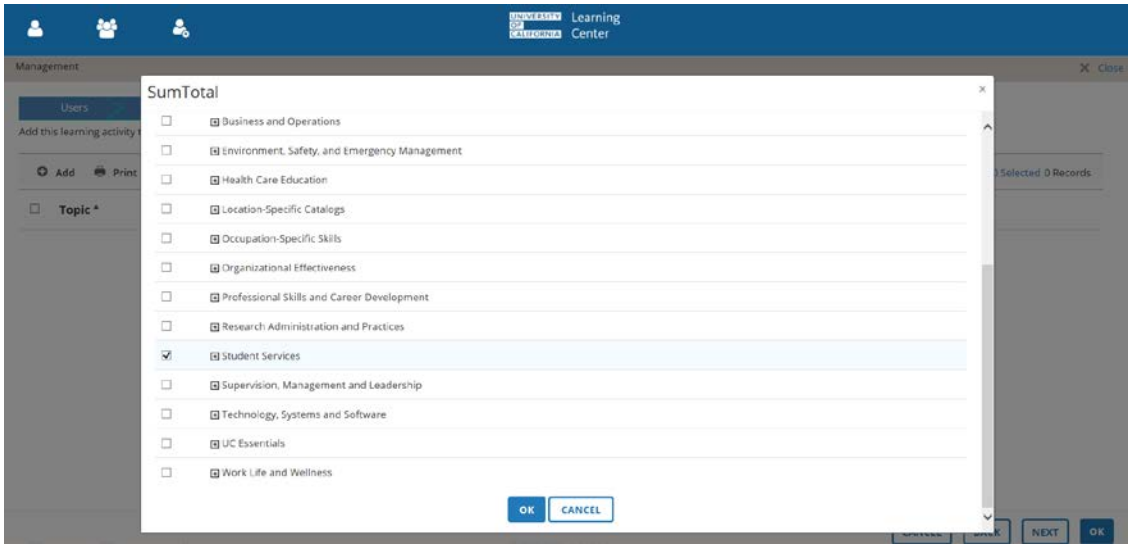
15. Go to **Management → Audience** and update as needed. This is who is assigned the activity, if anyone.
    a. To add an audience, click the **Add** button in the top left corner.
    b. Select your audience. Click **Next**.
    c. Set a due date. Click **OK**.
    d. You should now be back at the audience page; click **OK** again to get back to the Optional Settings Page.



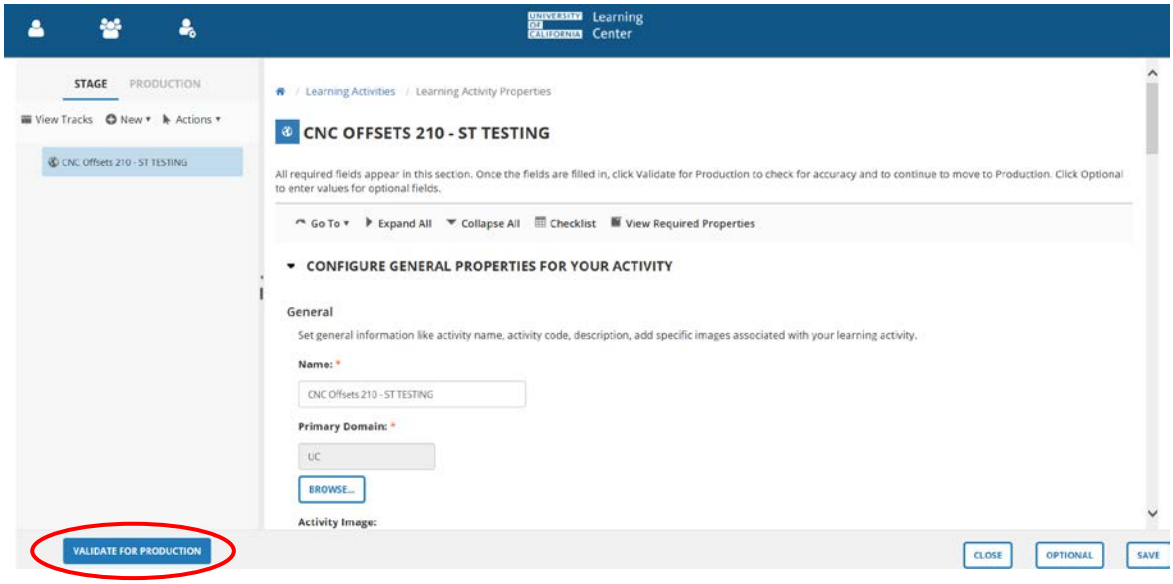


16. Under **Management → Topics**, choose the appropriate topics (if any) for this class. This will allow Learners searching for the class by topic, rather than specifically by name, to find it.
    a. To add a topic, click the **Add** button in the top left corner.
    b. Select your topic. Click **OK**.
    c. You should now be back at the topic page; click **OK** again to get back to the Optional Settings Page.

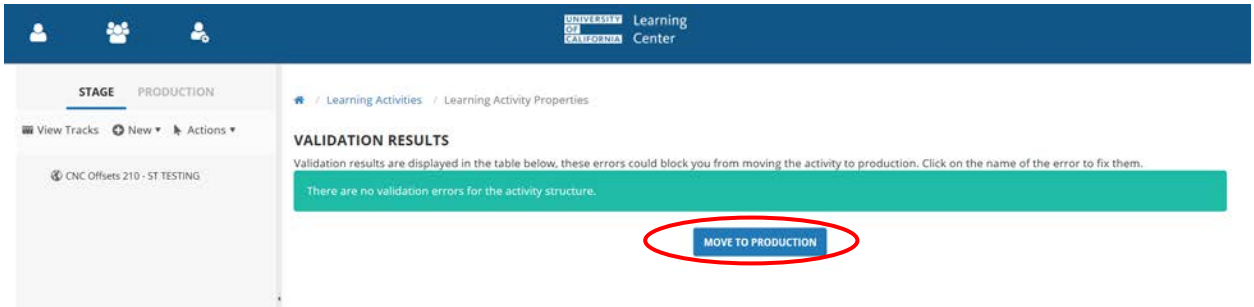




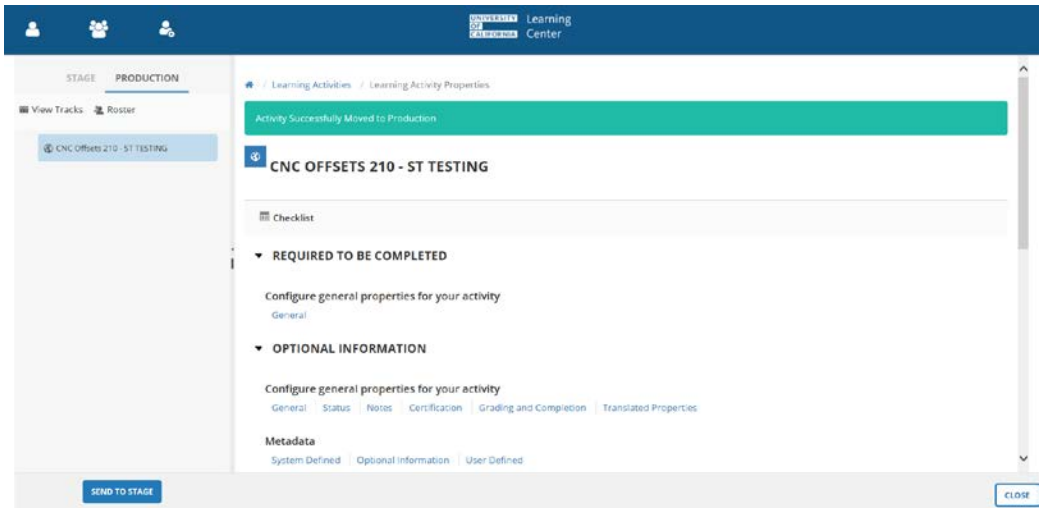
17. In the bottom left corner, click **Validate for Production**.



18. After validating results, click **Move to Production.**



19. When you see the Activity in **Production**, click **Close** in to return to the Learning Activities screen.



20. Your eCourse upload is complete.

Updated 3/23/2017 by Sarah Tenenbaum