



### How to load an eLearning on the COVLC

1. At the top right of the screen, find the work "Create". Click the blue downward facing triangle.
2. Move your mouse under the word "Course" and click on the word "SCORM"
3. This will bring you to Upload Course Files.

Note: the Covlc does not have a tool to create eLearning courses. You must create it in an external authoring software such as Storyline or Camtasia.

4. Under **File Name**, click the Browse button.
5. This will bring up a box that says "Open" Choose the file that you want to upload. Note: a SCORM file is the published zip file, not the storyline file itself.
6. After you have clicked on the file you want to choose, click "Open". The file name will then appear with a blue bar underneath as it loads.

Note: This is not publishing the course. You will need to click the "Create" button after the loading is completed.

7. Look at the **Content Item Owner Domain** and if the default isn't correct, then choose from the dropdown menu.
8. Once your file is loaded, click the blue "Create" button.

Note: if this process did not work for you common fixes are logging out and logging back in. Additionally, make sure your scorm file name does not contain any special characters (-, &, /, etc.). A simple file name is always best.

9. If this was successful you will be taken to a course information sheet. This is the course's admin page, where changes to the course can be made.

Note: Later, after you have created this course, you can reach this page by selecting the dropdown triangle next to "Manage" at the top of the screen and clicking "training". From there you will get a list of content you've loaded, and be able to search for content loaded by anyone in your domain with the "Manage Content – Search for Content searchbar at the right.

10. This page there are 5 sections you should look at every time. The others are optional and mostly unnecessary to all but the domain administrators. They Are:

11. Course Information: every time, add a course number and a duration (length) of the course. Tip – round up to the nearest ¼ hour.
12. Categories – choose or more to help users find your course and connect courses by program
13. Prerequisites – if there is a classroom, eLearning, or other VLC course they will need to take in order to access this course, search for and choose it here.
14. Equivalencies - if there is a classroom, eLearning, or other VLC course that can be considered equivalent on a user's transcript to this course, search for and choose it here.
15. Credits – default is one credit hour per hour course duration. You may choose and assign additional credits in this section.

16. Next, consider if you need to click on the blue “Availability and Sharing” link under the blue bar with the course name. near the top.

Note: When you upload a course, it is automatically shared with the domain that you chose as the **Content Item Owner Domain** on the upload page. IF YOU NEED THIS COURSE TO BE AVAILABLE TO SUBDOMAINS OR EXTERNAL DOMAINS, YOU WILL NEED TO CLICK AVAILABILITY AND SHARING.

17. If you do not, go to step 19. If you have clicked on Availability and Sharing, then you can either search for the domain or choose it from the list that populates.
18. Once you have found the needed domain(s) click the “no” button to make it switch to “yes”. When you make that change, it saves automatically so there is no back or save button here.

19. If there are no other changes you need to make to the class, you are ready to check it in. Near the top right click the blue “checkout” button. It will change to “Check-in”

Note: When you first create a course, it is automatically checked out, meaning that users can search for it but not enroll in it. A course must be checked out in order to change most of the settings described above.

20. Now users access your course. You have successfully loaded your eLearning.