Course-Contents

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Course content status

Any course content can have any of the following 3 statuses:

Activated:

- the learning object can be included in any course
- the learning object can be started by a learner if it is part of an assigned course
- administrators can edit the learning object details

Deactivated:

- the learning object can be included in any course, however the learner will see the content, but not be able to start it

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Archived:

- course contents can be archived only if not included in a course already

Edit course contents

Once you upload a course content, you can edit its details. The course content **Overview** screen shows the most important information of the selected course content. It also displays the course in which it is included.

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In the **Course content details** screen, you can click on **Edit** and update following informations:

1. *Descriptive information*: You can change the title, abstract and description of a course content. You can also add or delete keywords to enhance the searchability of the content.
2. *Upload a cover image*: upload a jpg or png with a recommended size of 330x220, which will then be displayed in the learner area on the learning object detail view within a course
3. *Window*:
   - open the content in its own window (option Blank)
   - open the content in a pop-up window (select desired size from the dropdown)
4. *Complete at startup*: for some learning objects you can offer the learner the possibility for the content to be set to "complete" when he simply opens the content

5. Set *language* & status of the learning object

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Delete course contents

Course contents can only be deleted if they are not used in a course. You have several options for doing this:

1. Select the course content that is yet unassigned to any course. Click on the **Functions** button and select **Delete course content**

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   **If you are sure that the content is no longer needed for any of your future courses, click on OK in the confirmation pop-up. The course content will be then successfully deleted and you will be redirected to the listing of the Course Contents in your system.

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2. If there are several unused course contents you would like to delete all at once, you can also go to Contents > Course contents, click on the Functions button and select Delete. Only unused learning objects will be offered for deletion. You might select all or some of them and then confirm the deletion by OK in the confirmation pop-up.
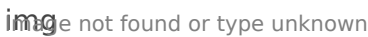
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> Should you select Delete and then get the "No course contents found" message, then it means there are no unused learning objects available. For deletion you would need to remove the intended learning object from the course and proceed with the deletion afterwards.
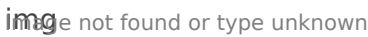
Upload course content

As an administrator you can easily upload course content to be later assembled into courses. A course can contain one or more learning objects. Currently, the following learning object types can be uploaded:

- Web Based Trainings (SCORM files)
- Audio & Video files
- Various documents (Excel, Word, PPT, PDF)
- Ebooks
- Pictures (png, jpg)
- Surveys

Access the **Administration panel > Courses or Course Contents** and click on the **Functions button**.

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Select the option **Upload course content**, click on **Select** and upload the desired learning object. You will notice that the option "**Create course automatically with**" ist pre-selected. However, as long as the file you're uploading is not recognised as a valid SCORM file, only individual learning objects will be created (which you will need to add manually to courses).

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When a file is uploaded, it is being checked for the following:

- If the file is an audio, a video or a document file (PDF, PPT, DOC), then a course content is automatically created with the available information.
- If the file is a zip file, it is checked whether or not the zip file is a SCORM file. If so, a course and a course content are being automatically created, as the informations are being read from the SCORM manifest. The course content is directly assigned to the course.
- If the file is a zip file which is not a valid SCORM file, the administrator must select a start file under "Path". This path will then be used at the start of the learning object
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- The zip archive can also be used as such for a course content, by selecting the radiobutton "Import as single zip file" (see above screenshot)

Exchange a course content's file

Extra caution needs to be lent to this procedure. This function allows you to replace the uploaded course content file to update its content.

Pay special attention that the new file must correspond to the existing learning object type. It is recommended **not to change** an existing learning object type. When replacing a SCORM course content file, make sure the new version does not contain any major changes, such as e.g. pages with additional test questions.

In the Administration Panel, go to Contents > Course Contents and access the detail page of the intended learning object. Go to Course content details and click Edit, then click on the Select button next to File.

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In the pop-up, click on Save, then in the new dialog select the new file you want to upload and click on Upload button

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In the new dialog, if you want to update the file, click again on Save

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After this, make sure to also click Save on the Edit course content form

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You will notice that the URL has changed to the path of the new file you have uploaded.

> If you replace files in a course content which contains learning progress information, make sure to avoid SCORM-relevant changes in the new course content version. Such changes may include e.g. additional test question pages or edited feedback. In the case of major changes, you are advised to create a new course.