

# 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**" is 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
- 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.

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