


# Uploading/Publishing Online Courses

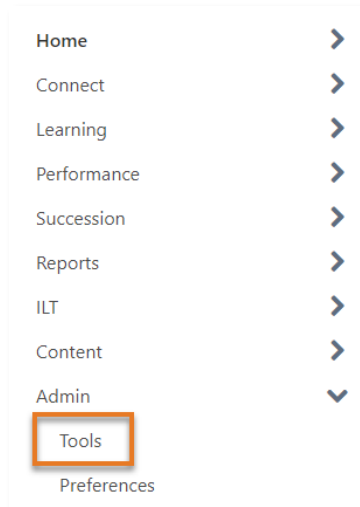
**Note:** The content uploader tool is specifically for SCORM zip files. If you want to upload other learning objects, please review the [Creating Materials](#) or [Video Administration](#) guides.

To learn more about SCORM compliant courses and authoring tools, please review the [Virtual Training Primer](#) available on the [Learning Administrators: Resources web page](#).

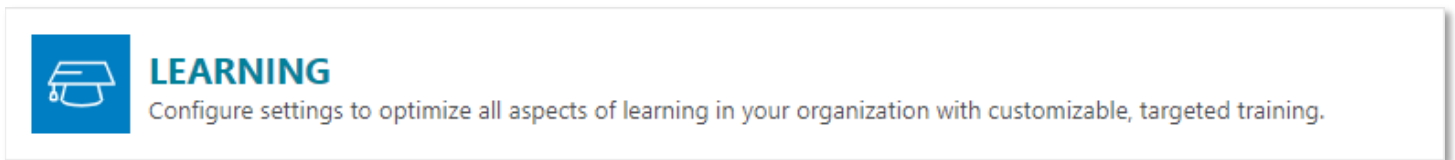
Once you have created your course and published it as a SCORM (Shareable Content Object Reference Model) package using your preferred authoring tool, you can upload it to MyCareer@PCC.

## Navigating to the Content Uploader

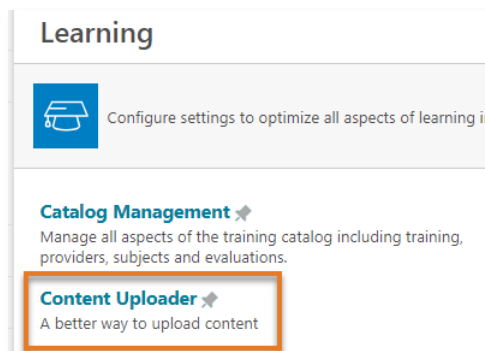
Click the Show Navigation Menu icon (  ) in the top right corner of the screen. Open the Admin submenu and click Tools.



From the Configuration Tools page, click on LEARNING.

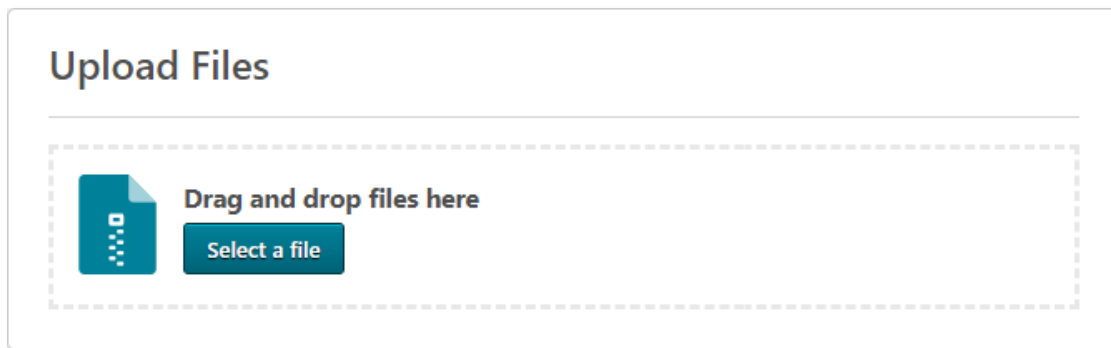


Click on Content Uploader.



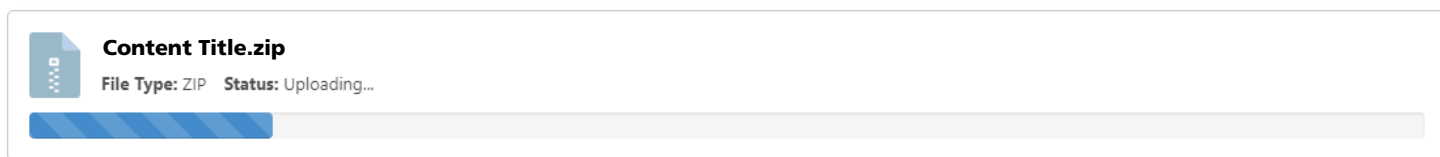
## Uploading a SCORM Package

On the Content Uploader page, you will see the Upload Files tool.



You can drag and drop your SCORM course (ZIP file) into the provided box or you can use the Select a File button to navigate to and select your course.

You will see a progress bar as your course is uploaded.



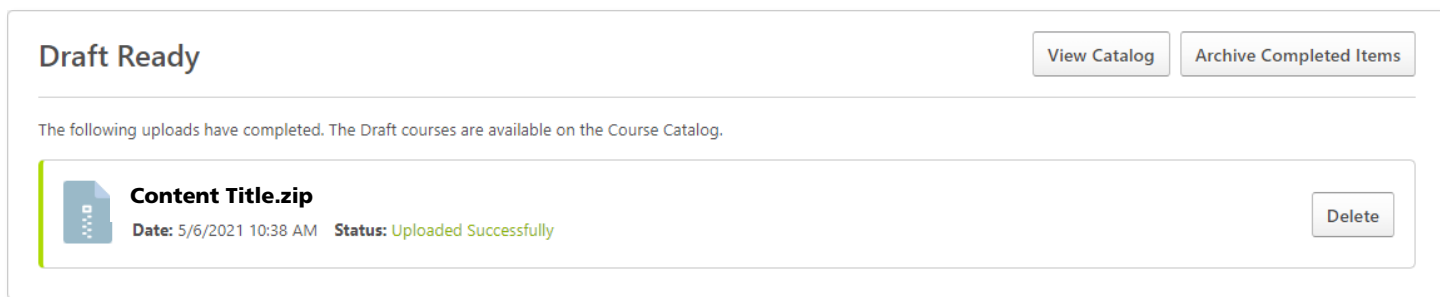
After your content is uploaded, it will need to be processed; this can take a few minutes. Leaving the Content Uploader page will interrupt the uploading process. You can open a new window and work on other parts of the system while you wait for the processing to complete.

**Note:** If there is an error with the processing of your content, the content will not move to the Needs Provider section of the tool and the status will be updated to reflect that an error occurred. Click the View Errors button to open a flyout that provides additional information about the error.

If you have questions about a specific error, please reach out to the POD team at [POD@pcc.edu](mailto:POD@pcc.edu).

Once your content is processed, you must select the provider of the content before you can edit it further. Click the Select Provider button (  ) and select the provider from the resulting flyout window.

Now you will see the Draft Ready section of the Content Uploader page.



You can still delete your content at this point if you would like by clicking the Delete button (  ). Click the View Catalog button (  ) to continue configuring your online course.

## Publishing an Online Course

On the Course Catalog page, you should see your recently upload course in the Draft status. To publish your course, click on the title from the drafts list.

<input checked="" type="checkbox"/>	Title	Provider	Version	Language	Created Date	Modified Date	Actions
<input type="checkbox"/>	 <b>Content Title</b> Draft	Provider	1.0	English (US)	5/6/2021		<input type="button" value="v"/>

To preview your course before you publish it, click the down arrow button (  ) to reveal a drop down menu and select Preview from the list. From the Course Console page for your course, click on the Publish button (  ) to make your course available to users.

## Configuring an Online Course

Click the down arrow button (  ) to reveal a drop down menu and select the Edit option.

Use the tabs across the top of the page and follow the onscreen instructions to configure your course. This guide will briefly outline the most commonly used tabs, listed below:

- General
- Subjects
- Availability
- Emails
- Evaluations

If you have questions about a tab that is not discussed here, please reach out to the POD team at [POD@pcc.edu](mailto:POD@pcc.edu).

### General

The general tab is where you will give you course a description, set keywords, allow for recurrence and set training equivalencies.

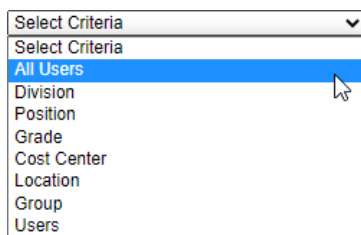
### Subjects

The Subjects tab is where you will identify the subject(s) for your content.

Click on the Add a Subject link (  ) to browse/search for the appropriate subject. This is required.

### Availability

The Availability tab is where you will define the audience that has access to your course. Open the drop down to elect the criteria you would like to use.




Then click on the New Window icon (  ) to browse/search for the groups you would like to give access. If you select All Users, be sure to click the Add button (  ) to actually add the criteria to your course.



## Emails


The Emails tab is where you will customize the automatic emails for your course. To learn more about this, please review the [Custom Automated Emails guide](#).

## Evaluations

The Evaluations tab is where you can activate and select an evaluation for use with your course. If you would like an evaluation for your course, check the box in the Active column. Use the New Window icon (  ) to select the evaluation that you would like to use.

If you would like a custom evaluation to use with your course, reach out to [POD@pcc.edu](mailto:POD@pcc.edu).

## Saving Your Course Configuration

Once you have made all of the changes you would like to your Online Course, save your configuration by clicking the Save button (  ) at the bottom of the screen.