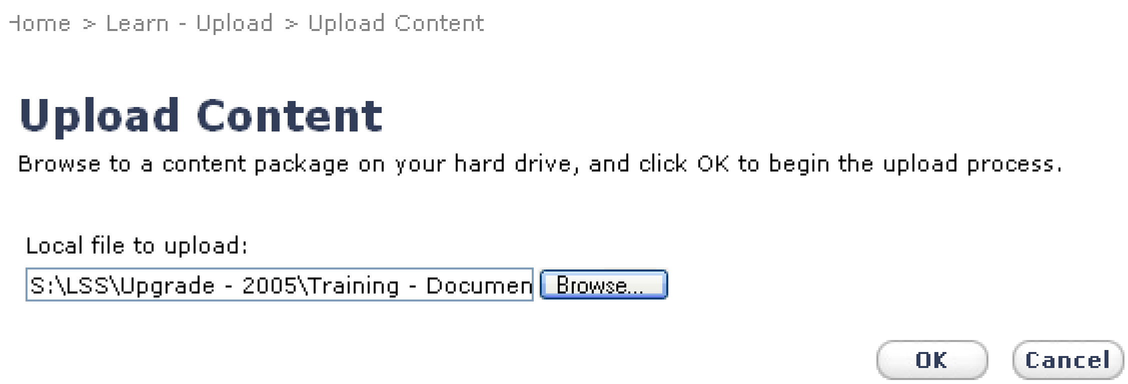
CPDOnline Uploading Files

Knowledge Documents

You can publish learning content by uploading a single file (ie, Word, Powerpoint, Excel, PDF's). A new learning activity will be created automatically by the system when you upload content.

To upload a file or file package:

1. From the **Learn** menu choose **Upload**.
2. Click **Upload**.
3. Click **Browse** to locate the file you want to upload.
4. Select the file and click **Open**.
5. Click **OK**.
6. When you are prompted to confirm the name of the new activity and other properties on the Upload Content page, make any needed modifications and then click **OK**.



7. Edit the properties for the new learning activity associated with your uploaded content as needed by entering the following:

- Activity Name
- Launch Method = Generic Document
- Code – (KD019171-xxxx) (KD=Knowledge Document+<6 digit CUID>+<unique code>)
- Description (optional)
- Click on **Ok** when finished

If the file is large, it may take some time for the file to be uploaded. During this time you can see the status listed as "In progress."

1. In the **View** list, choose **Succeeded**.
2. If you see the title of the content you uploaded, click the underlined title to view the associated learning activity in the Staging area.
3. In the middle column click **Switch to advanced view**.
4. Choose the **Properties** category and then click the **Status** subcategory.
5. To allow this course to be included in other activity structures, select the option **Can be subscribed**.
6. If you do not want users to register for this document, select the option **No registration required**.
7. If you do not want this document added to the learner's training transcript, click on: **Hidden from transcript**.
8. Choose the **Management** category and then click the **Categories** subcategory.
9. To move the Learning Activity to the My Credit Union Catalog, select: **My Credit Union** and click on Ok.
10. When you are to make this learning activity available to the intended audience, click the **Ready for Production** link and follow the instructions on the screen.
11. In order to launch the document you have uploaded, return to Learner Mode and click on the **My Credit Union Catalog**.
12. Search for the document by entering either the name of the activity you created or the code.
13. Click on the green launch arrow to launch the document.
14. When the learner closes the document, they will be asked if they have completed the activity.

If they answer: **Yes**, the activity will appear on their transcript (if you have not selected: Hidden from Transcript on the Learning Activity properties for this document).

If they answer: **No**, the activity will appear on their training schedule, so that they may come back to this document later.

NOTE: If you make any changes to this document outside of the LMS, the document will need to be replaced by following the above steps to upload it.

CUNA

Credit Union National Association