

CPD Online Uploading Files

SCORM 1.2 Courses

You can publish SCORM 1.2 learning content by uploading a single zip file. 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 SCORM 1.2 zip 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**.

Home > Learn - Upload > Upload Content

Upload Content

Please confirm the learning activity information noted below and click OK to continue.

Activity name:*
Regulation CC - Check Hold Policy Test

Launch method:*
SCORM 1.2

Code:
Regulation_CC__Check_Hold_Pol

Description:
Regulation CC - Check Hold Policy Test

OK Cancel

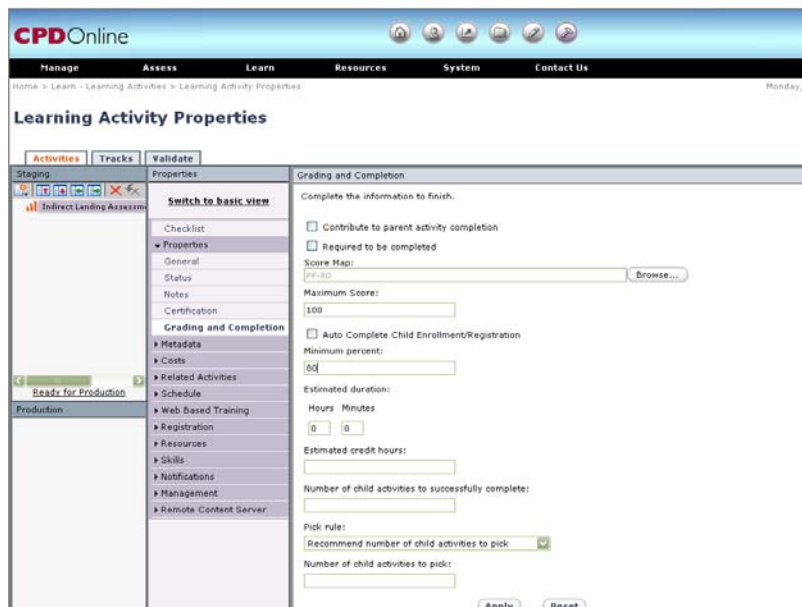
7. Edit the [properties](#) for the new learning activity associated with your uploaded content as needed by entering the following:
 - Activity Name
 - Launch Method = Generic Document
 - Code – (KD019171-xxxx) (KD=Knowledge Document+<6 digit CUID>+<unique code>)
 - Description (optional)
 - Click on **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](#).

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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. Click on the **Grading and Completion** subcategory
9. Uncheck the box: **Contribute to Parent Activity Completion**.
10. At the **Score Map** field, click on browse and to move to the second page, click on **2** to select the score map PF-80 (80 percent pass completion).
11. At the **Minimum Percent** field, enter 80.



The screenshot shows the CPDOnline interface for editing a Learning Activity. The page title is "Learning Activity Properties". The left sidebar has tabs for "Activities", "Tracks", and "Validate". Under "Activities", there are sections for "Staging" (with a "Switch to basic view" button), "Ready for Production", and "Production". The "Properties" section is expanded, showing subcategories: "General" (Checklist, Properties, Status, Notes, Certification), "Grading and Completion" (Metadata, Costs, Related Activities, Schedule), "Web Based Training" (Registration, Resources, Skills, Notifications, Management, Remote Content Server), and "Grading and Completion". The "Grading and Completion" subcategory is selected, showing a "Complete the information to finish" section with the following fields: "Contribute to parent activity completion" (checkbox), "Required to be completed" (checkbox), "Score Map" (dropdown menu with "PF-80" selected and a "Browse..." button), "Maximum Score" (input field with "100"), "Auto Complete Child Enrollment/Registration" (checkbox), "Minimum percent" (input field with "80"), "Estimated duration" (Hours and Minutes input fields), "Estimated credit hours" (input field), "Number of child activities to successfully complete" (input field), "Pick rule" (dropdown menu with "Recommend number of child activities to pick" selected), and "Number of child activities to pick" (input field). At the bottom right, there are "Apply" and "Save" buttons.

12. Choose the **Management** category and then click the **Categories** subcategory.
13. To move the Learning Activity to the My Credit Union Catalog, select: **My Credit Union** and click on Ok.
14. 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.
15. In order to launch the SCORM course you have uploaded, return to Learner Mode and click on the **My Credit Union Catalog**.
16. Search for the SCORM course by entering either the name of the activity you created or the code.
17. Click on the green launch arrow to launch the course.
18. When the learner closes the course, they will be asked if they have completed the activity.

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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 course outside of the LMS, the course will need to be replaced by following the above steps to upload it.