HHS Learning Portal: Learning Admin Advanced Topics – Attaching Online Course Content Training Manual

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The Attaching Online Course Content Process

The process for adding an online course to the HHS Learning Portal (LMS) is a bit different from the process for adding a course with another delivery type. The process for adding an online course to the LMS requires you to complete an additional series of tasks that include attaching the online course content that you developed outside of the LMS, in the form of a SCORM package, to the Production Repository in the LMS Staging environment; and then, testing it in the LMS Staging environment to ensure that it is technically ready to be deployed into the LMS.

This training manual provides instruction on how to complete each task in the process for attaching online course content to the LMS so that you can conduct the online course testing that will be required. The process tasks are:
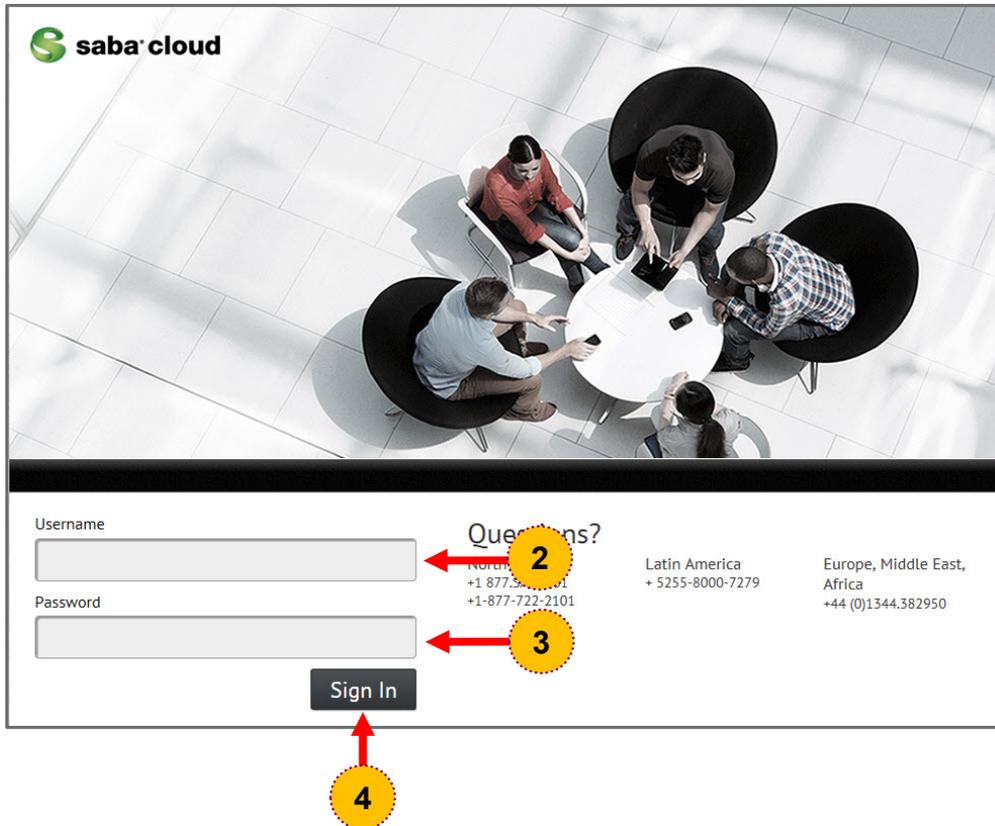
1. Access the LMS Staging environment.
2. Create the online course content folder (object) in the Production Repository.
3. Import the online course content, in the form of a SCORM package, into the online course content folder in the Production Repository.
4. Create the Course and set the Online Training Delivery Type for the Course.
5. Create the Course Offering.
6. Add the online course content to the Course Offering.

- **Task 1: Access the LMS Staging Environment**

Task 1: Access LMS Staging

To access the LMS Staging environment, do the following:

Step 1. Access the HHS LMS Staging environment login portal via the link that was sent to you.

NOTE: The LMS Staging environment website resides outside of the NIH firewall and can be accessed from any computer.

Step 2. Enter your LMS Staging environment Username in the **Username** field.

Step 3. Enter your LMS Staging environment Password in the **Password** field.

Step 4. Click the **Sign In** button.

NOTE: The Staging environment is configured to lock the account after 4 incorrect login attempts. If your account has been locked due to repeated failed login attempts, please submit a LMS Help Desk ticket request for help.

Task 1: Access LMS Staging

After the Sign In button is clicked, the LMS Home Page will open as shown below.

- **Task 2: Create the Online Course Content Folder (Object) in the Production Repository**

Task 2: Create the Course Content Folder

To create the online course content folder in the Production Repository in the LMS Staging environment, do the following:

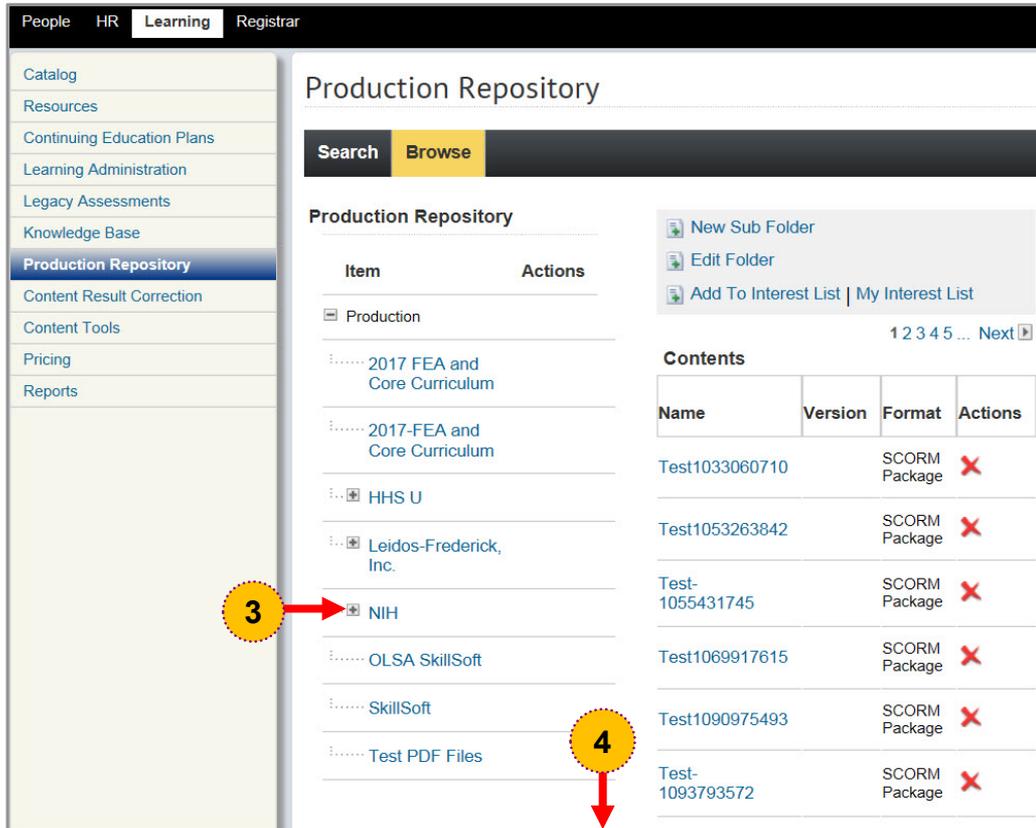**Step 1.** Select the **Admin** icon. The left-hand Learning menu will display with the Courses menu option selected and the Courses page defaulted.

NOTE: If the Learning menu does not automatically default and display for you as shown here, click the Learning admin tab and the Learning menu will display as shown here.

Step 2. Click the **Production Repository** menu.

Task 2: Create the Course Content Folder

The Production Repository is a dedicated server within the LMS that stores the online content that is made available to learners through the LMS course catalog. After the Production repository menu is selected, the Production Repository page will open defaulted to the Browse tab as shown below.

Step 3. Click the **plus (+)** symbol that appears to the left of the **NIH** folder item on the Browse tab.

All of the NIH sub folders will open below.

NOTE: All online content posts must belong in a sub folder under the NIH folder item.

Step 4. Scroll down the page to find a sub folder with your IC's acronym.

Task 2: Create the Course Content Folder

Step 5. Click the name of **your IC's** sub folder.

NOTE: For training purposes, the title "Your IC" will be used in place of your IC's actual acronym.

NOTE: After you click the name of your IC's sub folder, a red X will appear to the right of the link as shown in image A. The red X indicates that you currently have the sub folder selected. Content stored in the selected folder will display in the Contents table that appears on the upper right-side of the Production Repository page as shown in image B. Ensure that the red X appears for the correct subfolder.

Task 2: Create the Course Content Folder

Step 6. Click the **New Sub Folder** link. The New Content Folder window will open.

Step 7. Enter the name of your course into the **Name** field.

NOTE: For tracking purposes, it is recommended that you give your content sub folder the same name as your course.

Step 8. Ensure that the **Security Domain** field stays defaulted to NIH.

Step 9. Verify that the **Parent Folder** field defaults to your IC's sub folder item.

Step 10. Click the **Save** button.

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Task 2: Create the Course Content Folder

After the Save button on the New Content Folder window is clicked, your new online course content sub folder item will appear subordinate to your IC sub folder within the NIH folder item as shown below.

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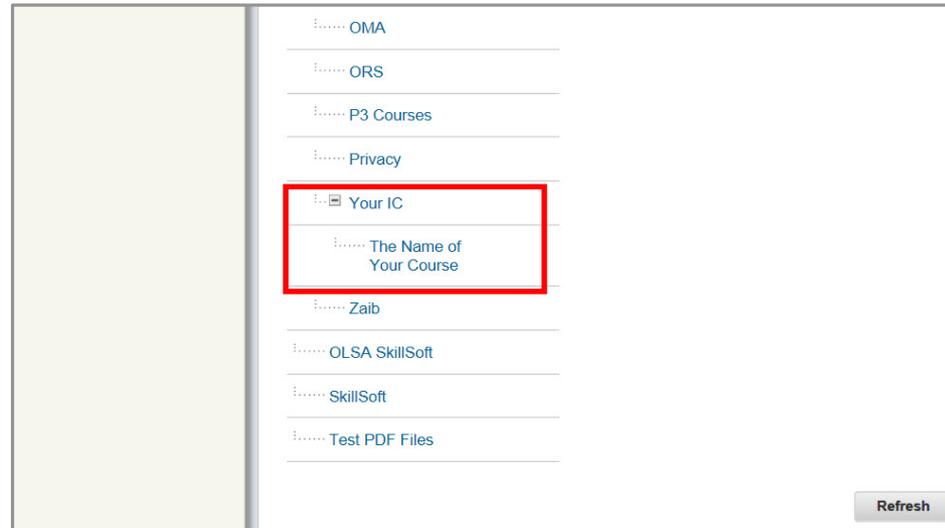- **Task 3: Import the SCORM Package into the Production Repository**

Task 3: Import the SCORM Package

After your new online course content sub folder item is created and appears subordinate to your IC sub folder within the NIH folder item as shown below, you are ready to import your online course content, in the form of a SCORM package, into that folder.

NOTE: A SCORM package is a ZIP file that contains all of your course resources and is exported from the course authoring software used to develop your online course content as a SCORM 1.2/2004 package.

Be sure the imsmanifest.xml file is always at the root of the ZIP SCORM package. This means that the imsmanifest.xml file cannot be inside a folder within the ZIP package.

Before you import your online course content, your online course content sub folder should appear subordinate to your IC's folder as shown in this example

Task 3: Import the SCORM Package

To import online course content, in the form of a SCORM package, into your online course content folder in the Production Repository, do the following:

Step 1. Select the **Admin** icon. The left-hand Learning menu will display with the Courses menu option selected and the Courses page defaulted.

> **NOTE**: If the Learning menu does not automatically default and display for you as shown here, click the Learning admin tab and the Learning menu will display as shown here.

Step 2. Click the **Production Repository** menu.

> The Production Repository page will open defaulted to the Browse tab.

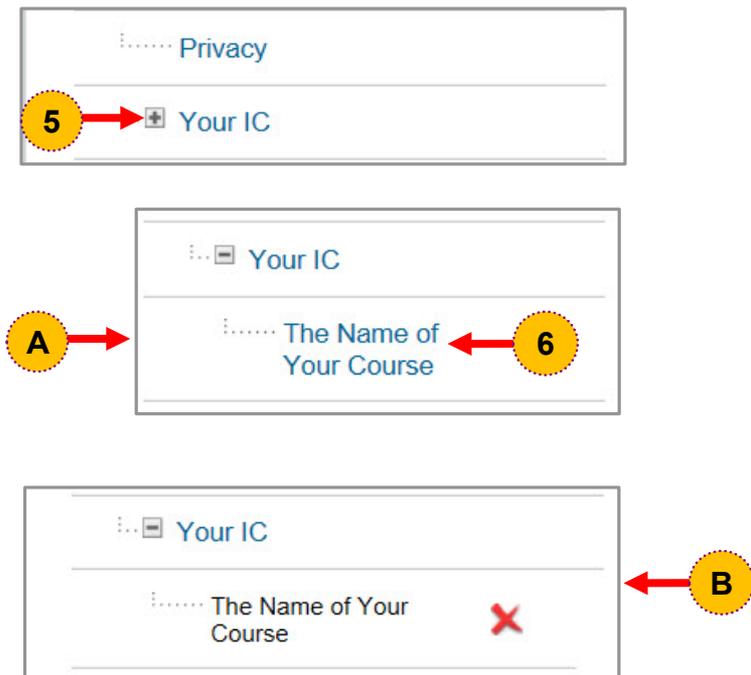# Task 3: Import the SCORM Package

Step 3. Click the **plus (+)** symbol that appears to the left of the **NIH** folder item on the Browse tab.

All of the NIH sub folders will open below.

NOTE: All online content posts must belong in a sub folder under the NIH folder item.

Step 4. Scroll down the page to find the sub folder with your IC's name on it.

Task 3: Import the SCORM Package

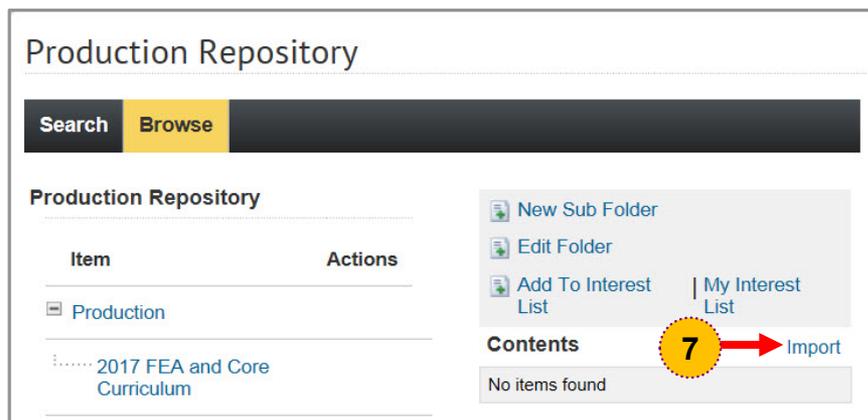**Step 5.** Click the **plus (+)** symbol that appears to the left of Your IC sub folder item.

After you click the **plus (+)** symbol that appears to the left of Your IC sub folder item, the folder will open to reveal the sub folder you created in Task 2 as shown in image A.

Step 6. Click to select the **Name of Your Course** sub folder (this is the sub folder you created in Task 2).

After the sub folder is selected, a red X will appear to the right of the sub folder, as shown in image B, to indicate the folder is selected. Ensure that the red X appears for the correct subfolder.

NOTE: Content stored in a selected folder will display in the Contents table that appears on the upper right-side of the Production Repository page (image not shown here).

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Task 3: Import the SCORM Package

This figure depicts the top portion of the Import Content page.

Step 7. Click the **Import** link located at the top of the Production Repository page.

The Import Content page will display as shown in image A.

Step 8. Enter the name of your course into the **Name** field on the Import Content page.

NOTE: For tracking purposes, we recommend that you *also* give your online course content the same name as your course.

NOTE: The online course content can also be referred to as a *content object*.

Step 9. Ensure that the **Security Domain** field stays defaulted to NIH.

Step 10. Select SCORM Package from the **Content Format** drop-down menu.

Step 11. Click the **Player Template** pick icon.

Task 3: Import the SCORM Package

The Select Player Template window opens so that you may select the type of player template needed for your online course content.

Step 12. Enter Empty Player in the **Name** field.

Step 13. Click the **Search** button. Results based on the Name field will display in a table at the bottom of the window.

Step 14. Click the **Select** box to the left of the name Empty Player.

Step 15. Click the **OK** button on the Empty Player Selected confirmation popup.
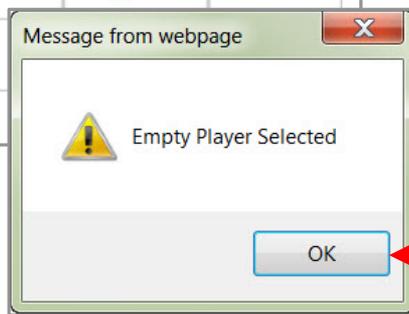
Task 3: Import the SCORM Package

After confirming your Player Template selection, you will return to the Import Content page and your template selection will appear in the Player Template field as shown below.

Step 16. Select the Not Compatible option from the **Mobile Device Compatibility** drop-down field.

NOTE: Mobile Device Compatibility is not presently supported.

Step 17. Select Learning Objects from the **Content Type** drop-down menu.

Task 3: Import the SCORM Package

Step 18. Do NOT set a date in the **Expiration Date** field.

> **NOTE:** Setting an expiration date here would cause the content to no longer be available to learners or administrators beyond the date of expiration.

Step 19. Ensure that the **Parent Folder** field has defaulted to your online course content folder.

Step 20. Do NOT select a provider from the **Content Provider** drop-down menu.

Step 21. Ensure that the **Delivery Vendor** field stays defaulted to Saba.

Step 22. Click the **Next** button.

Task 3: Import the SCORM Package

After setting your content attributes on the Import Content page, you are ready to import your SCORM package on the Import Content: Also the name of your course (SCORM Package) page.

Step 23. Click the **Browse** button in the Zip File field, navigate to the directory on your local workstation or network drive where the SCORM package is located and select it for import.

After the package is selected for import, the file path will appear in the Zip File field as shown in image A.

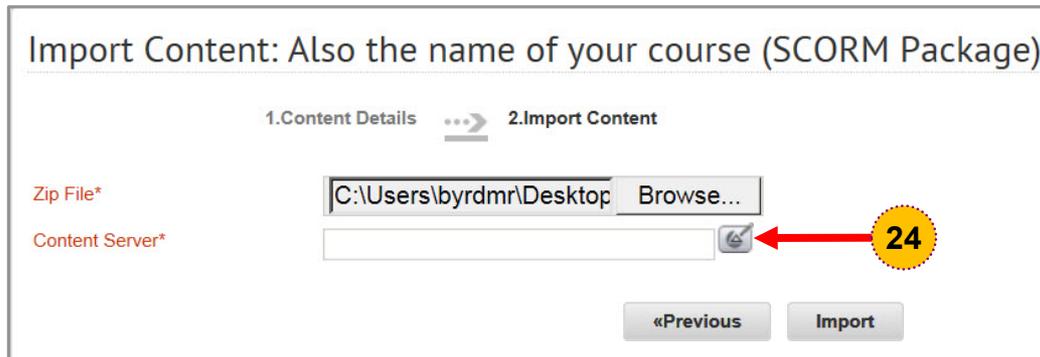**Step 24.** Click the **Content Server** pick icon.

Task 3: Import the SCORM Package

The Select Content Server window will open as shown below.

Step 25. Click the **Search** button. Search results will display in a table at the bottom of the window.

NOTE: There is no need to set Name search criteria here because there is only one content server available.

Step 26. Click the **Select** box to the left of the Staging Content Server name.

Step 27. Click the **OK** button on the Staging Content Server Selected confirmation popup.

Task 3: Import the SCORM Package

After selecting your content server, you will return to the Import Content: Also the name of your course (SCORM Package) page to perform the import.

Import Content: Also the name of your course (SCORM Package)

1.Content Details ⋯➔ 2.Import Content

Zip File*   C:\Users\byrdmr\Desktop   Browse...
Content Server*   Staging Content Server

«Previous   Import   ⬅ 28

Step 28. Click the **Import** button. The SCORM package will begin to upload to the Production Repository.

NOTE: Depending on the size of the SCORM package, it can take a few moments to complete uploading.

Task 3: Import the SCORM Package

After the package has imported successfully, the Import Content: Also the name of your course (SCORM Package) page will display a confirmation message at the top of the page as shown below.

Step 29. Click the **Preview Content** link to view the course from within the LMS. This will allow you to verify the player template you selected.

Step 30. Click the **Return to Repository** button to go back to the Production Repository page where your online course content is stored.

Task 3: Import the SCORM Package

After the package has imported successfully, the Production Repository page will display your imported content as a file link in the Contents table that appears on the upper right-side of the page as shown below.
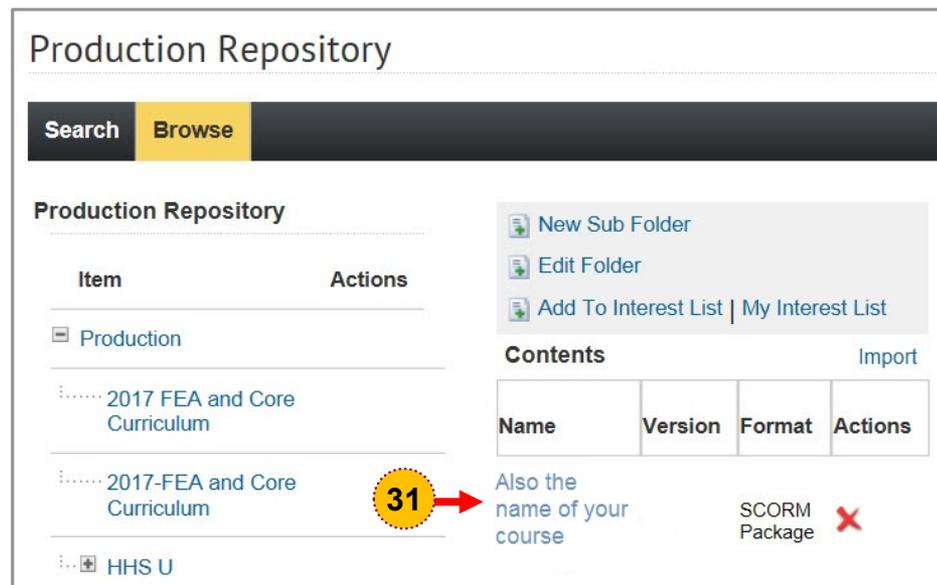

This figure depicts the top portion of the Production Repository page.

Task 3: Import the SCORM Package

After successfully importing your online course content, you may view and edit content file details as necessary.

IMPORTANT: Online course content that has already been attached to a course or a course offering cannot be deleted. However, it may be disabled by setting a date in the Expiration Date field on the Content Details tab.

To view or edit the course content details, do the following:

Step 31. Click the **online course content** link.

Task 3: Import the SCORM Package

After selecting the online course content link, the Content Inventory Details page will display the Content Details tab.

Step 32. Click the **Add Owner** link, search for the person, and designate him/her as the content owner.

> **NOTE:** Defining a course content owner is recommended to ensure that other Administrators know whom to contact with questions. Multiple owners may be added and we recommend that you establish yourself as one of the owners.

Step 33. Click the **View Content Communication Log** link if you wish to view the list of communications that have passed between the LMS and the content while you were previewing it.

> **NOTE:** If your content item was not SCORM compliant, you will not see a View Content Communication Log link.

Step 34. Edit the other content details as appropriate.

Task 3: Import the SCORM Package

The Current Subscriptions tab on the Content Inventory Details page will list any courses and offerings to which a piece of content is connected.

NOTE: The PartNo column displays the unique course ID or the 8-digit offering ID for the course or offering to which the content has been associated and the Name column displays the name of that course or offering.

Task 3: Import the SCORM Package

The Content Metadata tab on the Content Inventory Details page will allow you to add metadata that may help others find your content more easily.

NOTE: Adding data to the Content Metadata tab is optional and NOT required.

Content Metadata Details: Also the name of your course (SCORM Package)

| Content Details | Current Subscriptions | **Content Metadata** |

Content Format — SCORM Package
Content Type — Learning Objects
Author —
Description — Course Description Goes Here
Language —
Keywords — The Name of Your Course

Competency   Add Competency
No items found

[Save] [Return to Repository] [Cancel]

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- **Task 4: Create the Course and Set the Online Training Delivery Type**

Task 4: Create the Course and Set Delivery

After completing the task of importing your online course content to the Production Repository, you need to create the course in the LMS and set the online training delivery type for the course.

To create a course, do the following:

Step 1. Select the **Admin** icon. The left-hand Learning menu will display with the Courses menu option selected and the Courses page defaulted.

    NOTE: If the Learning menu does not automatically default and display for you as shown here, click the Learning admin tab and the Learning menu will display as shown here.

Step 2. Click the **New Course** link.

Task 4: Create the Course and Set Delivery

The New Course page will display organized into six sections: Course Details, Recurring Course, Availability Information, Pricing Information, Registration Information and Other Information.

Task 4: Create the Course and Set Delivery

In the Course Details section, do the following:

Step 3. Enter the title for the course in the **Title** field.

Step 4. Enter a unique course ID in the **Course ID** field.

NOTE: The unique course ID should always follow a standardized, structured sequence that is defined by your organization.

Step 5. Click the Domain pick icon and select NIH Common as the domain.

Step 6. Enter a course abstract in the Abstract field (optional).

Step 7. Enter a course description in the Description field (optional).

Course Details

Title* — Name of Your Course ← 3

Course ID* — Unique_ID_101 ← 4

Version

Domain* — NIH Common ← 5

Abstract ← 6

Character Limit:1000
Remaining character count: 870

Description ← 7

Character Limit:1000
Remaining character count: 920

Course Deeplink URL

Course Deeplink URL for Private View

Recurring Course

Mark Course as Recurring Course ☐

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Task 4: Create the Course and Set Delivery

In the Other Information section, do the following:

Step 8. Enter all required **Other Information** (required fields have names in red font and an asterisk).

> **NOTE**: Six of the eight required fields automatically populate with default values. (The six fields are highlighted yellow in the screenshot example.) However, if a default value does not work for your course, you may change it.

> If each EHRI required field is not completed, you will not be able to save your new course information.

Step 9. Click the **Save** button.

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Task 4: Create the Course and Set Delivery

Once saved, the New Course page becomes the Course Details page that includes several important tabs and course owner information. It also includes navigational buttons to view all offerings or create new versions of the course.

Task 4: Create the Course and Set Delivery

Adding a course owner is always a best practice. To add an owner to the course, do the following:

Step 1. Select the **Add Owner** link on the Course Details page. As shown here, the Search Person, Internal screen will display.

Step 2. Enter the search criteria for the owner in the search fields.

Step 3. Click the **Search** button.

Step 4. Click the **checkbox** to the left of the first name of the owner.

Step 5. Click the **Select** button. The name of the course owner will appear under Owner Name on the Main tab of the Course Details page.

Task 4: Create the Course and Set Delivery

Now that the course is created, you must set the Online Training delivery type. To add the Online Training delivery type to the course, do the following:
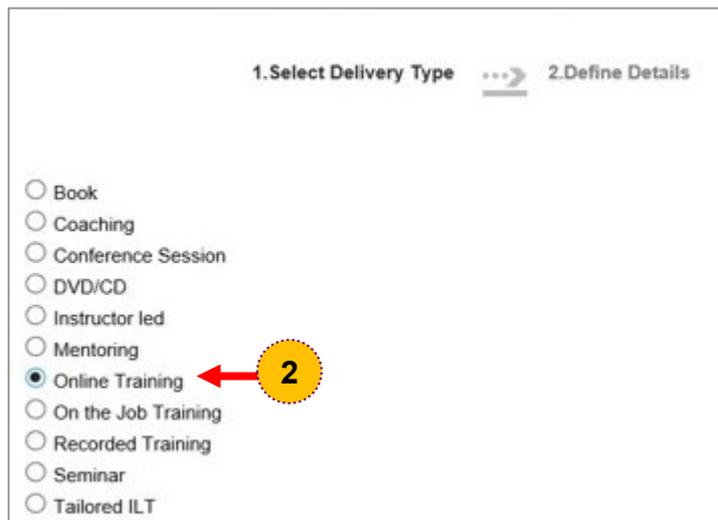
Step 1. Click the **Add Delivery Type** link on the Delivery Types tab of the Course Details screen. The Add Delivery Type screen will open.

Step 2. Click the radio button for the **Online Training** delivery type you need.

Step 3. Click the **Next** button at the bottom of the screen.

Task 4: Create the Course and Set Delivery

The Online Training Delivery Mode screen will display after the delivery type is selected.

Step 4. Copy the **Course ID** that appears just to the right of the ID field into the ID field.

Step 5. Ensure that the **Domain** field is set to NIH Common.

Step 6. Set the **Duration** field to the total amount of time it will take a learner to complete your training.

NOTE: In the example shown here, it will take learner's 1 hour to complete the training.

Step 7. Scroll to the bottom of the page and click the **Finish** button.

The new delivery type will appear on the Delivery Types tab, as shown in image A.

- **Task 5: Create the Course Offering**

Task 5: Create the Course Offering

After creating the course and setting the delivery type in the LMS Staging Environment you must create the one course offering you will need.

To create the course offering, do the following:

Step 1. Select the **Admin** icon. The left-hand Learning menu will display with the Courses menu option selected and the Courses page defaulted.

NOTE: If the Learning menu does not automatically default and display for you as shown here, click the Learning admin tab and the Learning menu will display as shown here.

Step 2. Click the **Offerings** menu option. The Offerings page will display.

Step 3. Click the **New Offering** link on the Offerings page. The New Offering screen will display.

Step 4. Click the **Pick Course** pick icon for the **Based on Course** field.
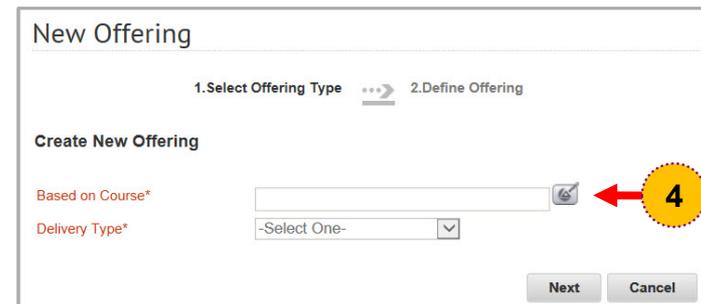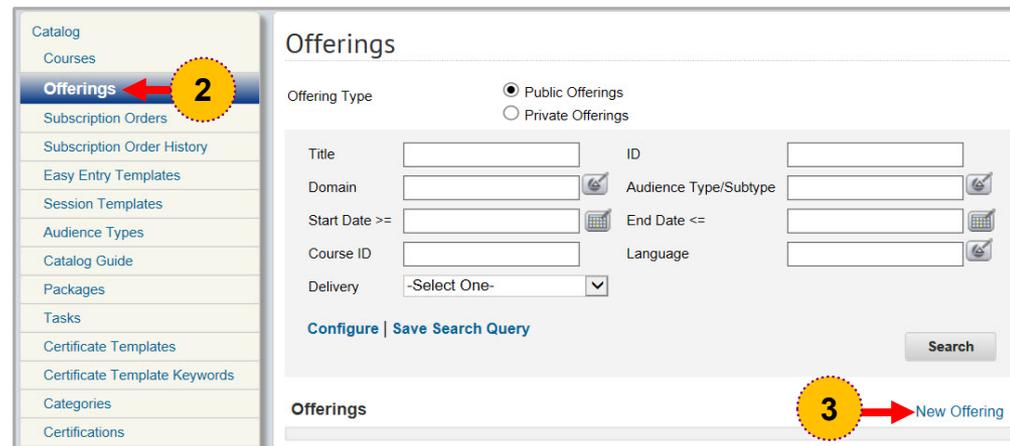
Task 5: Create the Course Offering

The Select Course screen will display.

Step 5. Enter the course search criteria on the **Select Course** screen.

Step 6. Click the **Search** button.

Step 7. Click the **select box** to the left of the course title.

Step 8. Click the **OK** button to confirm course selection. The New Offering screen will display with the course selected in the Based on Course field.

Step 9. Select the delivery type from the **Delivery Type** drop-down menu.

NOTE: The delivery type option available in the drop-down menu is inherited from the course level setting.

Task 5: Create the Course Offering

After the Delivery Type field is set, the Easy Entry Template field will display.

Step 10. Do NOT select a value from the Easy Entry Template drop-down menu.

Step 11. Click the **Next** button.

Task 5: Create the Course Offering

The New Offering screen becomes the New WBT Offering screen. To complete the offering, do the following:

Step 12. Verify that the correct Domain is specified in the **Domain** field and verify that it is the same Domain specified for the course level delivery type.

Step 13. Enter an offering description in the **Description** field.

NOTE: This is optional. If entered, this description will exist in addition to the description displayed at the course level.

Step 14. Click the **Pick Language** pick icon.

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Task 5: Create the Course Offering

Step 15. Enter English in the **Name** field.

Step 16. Click the **Search** button.

Step 17. Click the **select box** to the left of the name English.

Step 18. Click the **OK** button on the confirmation popup.

Task 5: Create the Course Offering

Step 19. Enter 0.00 in the **Offering Price** field.

NOTE: All offerings need a price set for it, even if it is just $0.00.

Step 20. Click the **Finish** button that appears at the bottom of the page.

- **Task 6: Add the Online Course Content to the Course Offering**

Task 6: Add Content to the Offering

After creating the course offering in the LMS Staging Environment, your final task will be to add the online course content that you imported during Task 3 to that course offering.

To add your online course content to the course offering, do the following:

Step 1. Select the **Admin** icon. The left-hand Learning menu will display with the Courses menu option selected and the Courses page defaulted.

NOTE: If the Learning menu does not automatically default and display for you as shown here, click the Learning admin tab and the Learning menu will display as shown here.

Step 2. Click the **Offerings** menu option. The Offerings page will display.

Task 6: Add Content to the Offering

Step 3. Search for the course offering you created in Task 5 by entering the offering title in the Title field or offering ID in the ID field.

Step 4. Click the **Search** button.

Step 5. Click the offering **Title** link that appears in the search results.

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Task 6: Add Content to the Offering

After selecting your course offering from the search results, your Online Training Offering Details page will display with its series of tabs.

Online Training Offering Details: Name of Your Course,#UNIQUE_

| Main | Learning Assignments | Expenses | Related Info | Policies | Notifications | Ratings |

Offering Details

Name	Name of Your Course
Course ID	UNIQUE_ID_101
ID	00166450

Step 6. Click the **Learning Assignments** tab. The Learning Assignments tab will display.

Step 7. Click the **Add Learning Assignments** link that appears in the Learning Content section of the tab. The Add Learning Assignments action bubble will open.

Step 8. Click the **Add Content** link that appears in the Add Learning Assignments action bubble.

Optional Tasks to Complete

Pre Class Assessment   Add Preclass Assessme

No items found

Add Learning Assignments
Add Tasks
Add Content
Add Checklist

Learning Content   Add Learning Assignments | Change Status

No items found

Task 6: Add Content to the Offering

After selecting the Add Content link, a content module search window will open. **NOTE**: Content module refers to the online course content you imported in Task 3.

Step 9. Enter the name of your online course content into the **Name** search field.

Step 10. Click the **Search** button.

Step 11. Click the **checkbox** that appears to the left of the name of your online course content.

Step 12. Click the **Add Assignment Details** button that appears at the bottom of the window.

Task 6: Add Content to the Offering

After selecting your online course content, the Add Learning Assignments: Add Content window will open to allow you to establish important course completion details.

Step 13. Set the Mastery Score by entering the minimum passing score Learners must receive for the course completion test.

NOTE: Complete this step if your SCORM package includes a test that determines the completion status and will pass a score back to the LMS. If your SCORM package does not include a test like this, leave this field blank.

Task 6: Add Content to the Offering

Add Learning Assignments: Add Content

Step 14. Set the **Attempts on Content** drop-down field to:

Unlimited: If you want the Learner to have as many attempts as needed to meet the Mastery Score, let this field stay defaulted to Unlimited. Also let this field stay defaulted to Unlimited if your course does not include a Mastery test.

Limited: If you want the Learner to have a fixed number of attempts to meet the Mastery Score.

Step 15. Set the **specific fixed number of attempts** a Learner has to meet the Mastery Score in the text field that appears to the right of the Attempts on Content drop-down field.

NOTE: If you set the Attempts on Content drop-down field to Unlimited, skip this step and proceed to step 16.

Step 16. Click the **Save** button.

Task 6: Add Content to the Offering

After Learning Assignments course completion details are saved, you will return to the offering's Learning Assignments tab with your online content appearing as attached in the Module Name column.

Step 17. Click the **Save and Publish** button.

Task 6: Add Content to the Offering

After clicking the Save and Publish button the Push Learning Assignments window will open.

Step 18. Click the **select box** that meets your course needs:

Future Registrations: Select this option if you want the newly published content to only be available for future registrants.

Existing registrations where the offering is In Progress: Select this option if you want the newly published content to be available for current registrants where the offering has a status of In Progress.

Registrations where the offering is completed and moved to the completed course: Select this option if you want the newly published content to be available for registrants who have completed the course offering.

Step 19. Click the **Save** button.

Task 6: Add Content to the Offering

After saving your learning assignment push details, the following message will appear at the top of the page:

> Changes to the learning assignments and their sequence, and to the evaluation are currently being published to learners. While this process is in progress, do not make any changes to the learning assignments or evaluation.

To continue, click any course offering tab that appears at the top of the page. The page will refresh and the following final message will appear at the top of the page:

> Changes to learning assignments and their sequence, and to evaluation have been successfully published to learners.

Support Resources

❑ HRSS Help Desk

Submit a help desk ticket:
https://intrahr.od.nih.gov/wits/index.aspx

HRSS Hours of Operation: Monday through Friday: 8:00 AM to 4:30 PM

❑ HRSS LMS Support website (Quick Reference Guides (QRGs), Videos, Online Manuals, LMS Resources, etc.)
https://intrahr.od.nih.gov/hrsystems/benefits/lms/lmssupport.htm