Using the Content Uploader, you can upload new online SCORM and AICC courses to the system. The Content Uploader page allows administrators to upload multiple course files at one time, view upload statuses, and access the Upload History page.

Courses must be zipped into a single zip file. Any zip file must contain only one standard (AICC or SCORM or xAPI). You can upload up to 750 MB per file.

To access the **Content Uploader**, go to:
ADMIN > **TOOLS** > **LEARNING** > **CONTENT UPLOADER**.

1 Click the **Select a File** button or drag and drop the .zip files

Use this tool to upload SCORM, AICC and xAPI (Tincan) courses to the Course Catalog. Cou

Note: Leaving this page will interrupt the uploading process. You can **open a new wind**

Upload Files

Drag and drop files here
Select a file
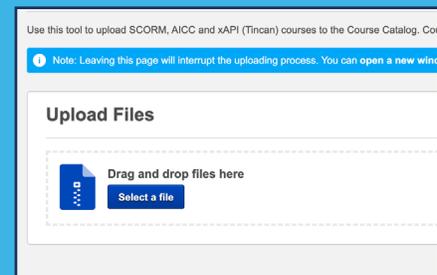
2 A progress bar below the files displays the ongoing upload progress for the files

Use this tool to upload SCORM, AICC and xAPI (Tincan) courses to the Course Catalog. Courses must be zipped into a sing

Note: Leaving this page will interrupt the uploading process. You can **open a new window** and work on other parts of t

Upload Files

Drag and drop files here
Select a file

Adjustment Guidelines with Custom Formulas.zip
File Type: ZIP   Status: Uploading...
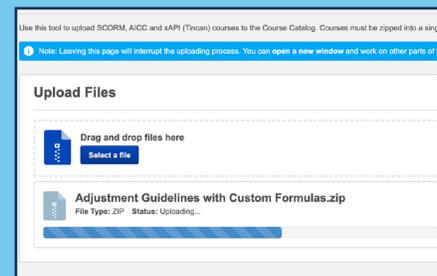
3 Once uploaded the file will begin processing and validating your files.
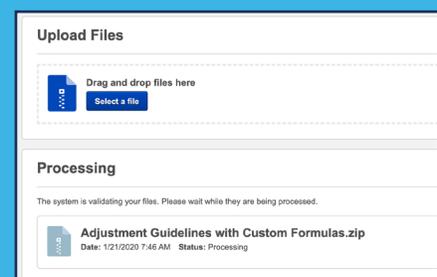
Upload Files

Drag and drop files here
Select a file

Processing

The system is validating your files. Please wait while they are being processed.

Adjustment Guidelines with Custom Formulas.zip
Date: 1/21/2020 7:46 AM   Status: Processing

After the files successfully processes, it appears in a Needs Provider section.
Here you can view Error logs and even Delete the upload.

4 Click the **SELECT PROVIDER** button.
Select the system provider

Needs Provider

To finish the uploading process, please select a Provider for each upload.

Adjustment Guidelines with Custom Formulas.zip
Date: 1/21/2020 7:46 AM   Status: Uploaded with Errors

[View Errors] [Select Provider] [Delete]

Once a Provider is selected, files moves to the Draft Ready section and the status
moves to Uploaded Successfully. It is available in the Course Catalog as a draft.

5 Select the **VIEW CATALOG** button

Upload Files

Drag and drop files here
[Select a file]

Draft Ready   [View Catalog] [Archive Completed Items]

The following uploads have completed. The Draft courses are available on the Course Catalog.

Adjustment Guidelines with Custom Formulas.zip
Date: 1/21/2020 7:46 AM   Status: Uploaded with Errors

[View Errors] [Delete]
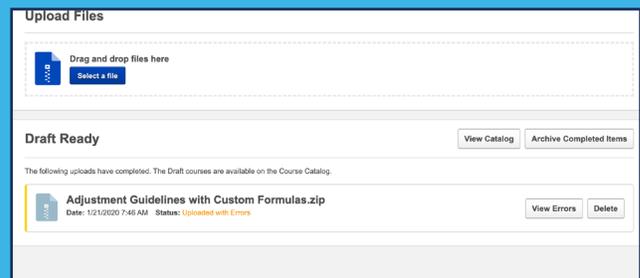
6 Select the **title** of the course

| Draft ▼ | Active ▼ | By Created Date ▼ | ☐ Show Courses with Recurrence | ☑ Created by Me |

☑	Title	Provider	Version	Language
☐	Adjustment Guidelines with Custom Formulas **Draft**	Cornerstone University	1.0	English (US)

[Edit Selected]
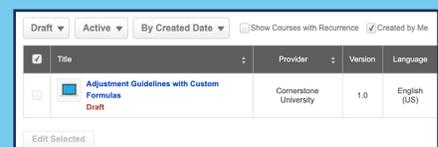
7 Select the **Publish** button

s with Custom Formulas ✎   [**Publish**] ▼

Exclude from Recommendations
Off

Price
$0.00

Credits
0

After the course has been published, edit the Course Console or Course Catalog to
enter details.