



Content Uploader

Using the Content Uploader, you can upload new online courses to the system and then use the Course Catalog and Course Console to configure the metadata for the course. Acceptable file formats are SCORM, AICC and xAPI (TinCan). The preferred file format for online courses is SCORM 2004 3rd Edition. Courses must be zipped into a single zip file and can be up to 750 MB per file.

1. From the menu, under **Content**, select **Content Uploader**.
2. Select the **Select a File** button to navigate to your file location.



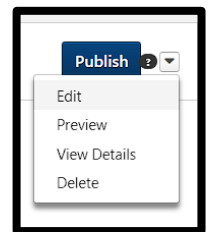
Do not navigate away from the Content Uploader while a file is being uploaded. You may open a new window and continue working in another part of Cornerstone.

3. When the status changes to Uploaded Successfully, select the **Select Provider** button and navigate to select the appropriate provider.
4. Select **View Catalog**. If the course does not initially display, unselect the option for "Enable Enhanced Search", then select **Search**. When the course displays, select the course's **Title** to access the **Course Console** for the course you just uploaded.

Test the Course

All courses should be thoroughly tested prior to publishing to ensure it is working as expected and registers on users' transcripts correctly. Test all functionalities including any resources, forward and back buttons, the menu, videos, and quiz questions.

1. On the Course Console page, select the **More Options** drop-down arrow on the right, and select the **Preview** option.
2. Proceed a few slides in, and then exit the course, so that you can test the exit and resume functionality.
3. After exiting the course Preview, select **View Details** from the More Options drop-down arrow on the right.
4. Review the training details screen to verify that the course status is In Progress. Select the **Back** button when you are finished.
5. Go back to **Preview** to re-launch the course. Verify that the course gives you the Resume prompt to continue where you left off.
6. Test any quiz questions. If your course requires a passing score, test by failing the course.
7. Go back to **View Details** and verify the status is not a completed status.
8. Re-launch the course and pass the quiz.
9. Go back to **View Details** ensure the course is in a completed status and the score is accurate.






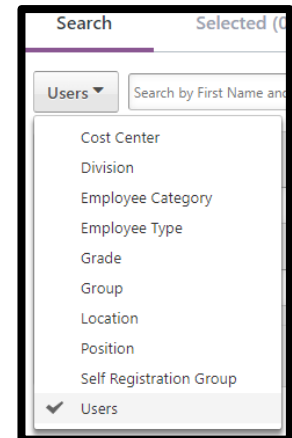
Publish the Course

Configure the metadata and publish the course using the Course Console. There are many optional settings. The following settings are required.

1. On the Course Console page, select the **More Options** drop-down arrow on the right, and select the **Edit** option.
2. On the General tab, enter the correct information in the **Title, Keywords, and Description** fields.
3. It is not necessary to enter a Subject on the **Subjects** tab. If you are prompted to add a subject, select the **Subjects** tab, and select **Add a Subject**. Select the subject called “_Training”.
4. Select **Save**.

 The Recurrence option is available for online courses. Check all three boxes to allow users to request, or to be assigned the course more than once without additional approvals. Learn more about the General tab in [Cornerstone Online Help](#).

5. If returned to the Course Catalog, select the **Title** of the course. If already within the Course Console for the course, proceed to the next steps.
6. Select **Training Hours** and enter the length of the course. Select the **green checkmark** when finished.
7. Scroll down to Availability and select the **Select Users** button.
8. Select the appropriate search method from the **Users** dropdown.
9. Search using the Search by Title text box. Select the appropriate users.
10. Select the **Select** button.
11. In the Availability section for the Users you just added, decide to check or uncheck the boxes for **Include Subordinates, Pre-Approved, and Register Upon Approval**.
12. Select the **Save** button to save your Availability settings.
13. Select the **Publish** button.
14. Verify that your course is visible in the catalog by searching for it. It may take a few minutes for your course to appear in the catalog.



 You can learn more about the Content Uploader in [Cornerstone Online Help](#).