



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). Courses must be zipped into a single zip file and can be up to 750 MB per file.

1. Hover over the **Content** option in the menu bar and select **Content Uploader** from the dropdown menu.
2. Select the **Select a File** button to navigate to your file location.



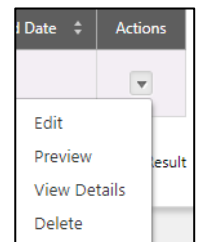
Do not navigate away from the Content Uploader while a file is being uploaded. You may open a new window and continue working in another part of Cornerstone.

3. When the status changes to Uploaded Successfully, select the **Select Provider** button and navigate to select the appropriate provider.
4. Select View **Catalog**.

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 functionality 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.






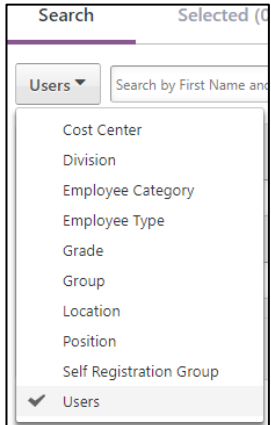
Publish the Course

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. Go to the **Subjects** tab and select **Add a Subject**. Select at least one appropriate subject.
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 the [Success Center](#).

5. Select the Title of the course from the Course Catalog.
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. Select the **Publish** button.
12. 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.



Search	Selected (0)
Users	Search by First Name and
Cost Center	
Division	
Employee Category	
Employee Type	
Grade	
Group	
Location	
Position	
Self Registration Group	
<input checked="" type="checkbox"/> Users	

 You can learn more about the Content Uploader in the [Success Center](#).