<table>
<thead>
<tr>
<th><strong>Putting the Pieces Together</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>One of the many features of Learning Space is the ability to host eLearning courses (SCORM/Tin Can). Once an eLearning course is hosted in the system, users can launch and complete the content at any time that is convenient to them. The system will also provide reporting around how many users access and complete any given eLearning course.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Roles and Responsibilities</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>In order to complete these steps, you must have Training Coordinator access within Learning Space.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Before You Begin</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>You should have already published your eLearning content (SCORM/Tin Can) into a .zip file that can be loaded into Learning Space. The publishing process varies depending on which authoring tool was used to create the content.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Things to Avoid</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>You should always load your eLearning courses into Learning Space Sandbox first to test to ensure the content works, and is properly scoring users. Only after testing the course in Learning Space Sandbox should you load this content into Learning Space Production.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Which Outcome to Expect</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>This guide will walk you through how to create an eLearning course in Learning Space, and how to attach the (SCORM/Tin Can) content.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Where to Find Additional Resources</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>For step-by-step guides on how to complete other tasks within Learning Space, check out the Learning Space Resource Center on The Commons.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Who to Contact</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>For questions about this process, please contact BIS at <a href="mailto:ProductionSupport_BIS@dpsk12.org">ProductionSupport_BIS@dpsk12.org</a>.</td>
</tr>
</tbody>
</table>
• From the upper-left of the Learning Space home page, click on the Learner (a) dropdown under your name, then select Administrator (b).

• From administrator view, click Courses (a) on the left, then click the + (b) in the upper-right.
Complete the following:

**IMS Course ID***:
- Character Limit: 20
- This field is required and has to exactly match the Course Short Name in order for the Infor HR interface to work properly. It must be unique and cannot be changed later.

**Course Name**:  
- Enter the name of the course.

**Course Short Name***:
- Character Limit: 20
- This field is required and has to exactly match the IMS Course ID and follow DPS naming convention standards. It must be unique and cannot be changed later.

**Course Description***:
- Enter the description or overview of the course.

**Course Objectives***:
- Enter the goals/objectives of the course.

**Audience***:
- Enter the intended audience of the course.

(Continued on next page)

**IMS Course ID/Course Short Name Standard***:
- Department - Division - Course Identifier

**IMS Course ID/Course Short Name Examples:**
- HR-CELT-DPSSkillsEQ
- FM-OPS-ELE

**Font Standard***:
- When entering information into the Course Description, Course Objectives, and Audience fields, the font formatting box below will appear.

**The following font must be used in these fields:**
- Arial
- Size 3
**Complete the following:**

**Course Credit:**
- Enter the amount of credit the user will obtain from successfully completing this course.
- We recommend entering the total number of hours the learner will attend.

**Automatic Waitlist Removal:**
- As most eLearning content is set up as “Always Available”, generally this box is not relevant. Checking the box is recommended, just in case the content needs to be restricted to a certain number of users in the future.

**Enable Automatic Distribution:**
- Always check this box. This will allow the course to be assigned to groups in the LS outside of catalog distribution.

**Add Course to Children:**
- Check this box to add the new course to all sublevels in the Hierarchy.

**Interface to Schoology:**
- This field indicates if this course will interface to Schoology and is required. If you are unsure, choose No.

**Payment Eligible:**
- This field indicates if this course will be eligible for payment and is optional.

**Course Sponsor:**
- This field indicates who is the sponsor of the course and is optional.

- Click **Apply** to save your changes.
• Return to the Courses tab by clicking the **Courses** button in the column on the left.
• Use the **Filter** function to locate the course you just created.

• Select the Course that you just created by clicking on it.
  • This will open a new tab.
• Click on the **General Options** tab.
• Select **Add Online Portion Content**.

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**Before You Begin**

- Before moving on in the process, you will need to create a .zip file of your published eLearning content. Depending on your authoring software, this process will vary slightly.

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• Place a checkmark in the **Add Event** field, and select an event template from the dropdown, if applicable.
• Click the **Browse File** button to locate the .zip file of your published eLearning content.
  • A pop-up window will appear allowing you to select the location of your .zip file.
  • After selecting your .zip file, click **Open**.
The system will begin importing the uploaded .zip file, providing a status bar to monitor progress.

- You should not click anything while this process is occurring, simply wait for the import to reach 100%.

Once the import is at 100%, a green dot will appear next to the name of your file. When this happens, click the Import Course(s) button to complete the import.

- If successful, a window will appear displaying “Import Successful”.

<table>
<thead>
<tr>
<th>ManifestFilePath</th>
<th>Title</th>
<th>Message</th>
<th>Parser Warnings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compensation Module 2-20180327201124</td>
<td>Compensation Module 2</td>
<td>Import Successful</td>
<td><strong>Event has been created</strong></td>
</tr>
</tbody>
</table>
• Click on the Course Events tab.
• Select Edit Events.

Please Note
• When selecting the event initially, the system automatically matches the name of the event to the uploaded .zip file. In these steps, we will adjust the event name to match the name of the course. This is recommended for all eLearning courses.

• Choose the Select an Existing Event radio button, and then select the event from the list on the right by clicking on it.
• Click Next to continue.

• In the Event Name field, edit the name to exactly match the course name.
• In the Notes field, enter any notes that you want to be visible to users.
• Click Apply to save changes.
• Click Next to move to the next step.
• If you have any files that you would like to attach to your eLearning course, click the Browse (a) button to locate these file(s). (Optional)
  • If you do not have any event files to attach to your event, simply click Next (d) to skip these steps.

• Once you have selected your file(s), click the Upload (b) button to send the file to the server.
  • To select where the file will be visible, check the box(es) beside the relevant fields.
  • Note: Event Reminders and Post Event Notifications are not sent for eLearning courses.

• Click Apply (c) to save your changes.
• Click Next (d) to move to the next step.

**Make a Choice**

• Event files can be set to Show in the Portal, or be attached to the following email notifications:

<table>
<thead>
<tr>
<th>Event Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Modification</td>
<td>Sent when the Event is modified by an admin.</td>
</tr>
<tr>
<td>Event Cancellation</td>
<td>Sent when the Event is cancelled by an admin.</td>
</tr>
<tr>
<td>Event Reinstate</td>
<td>Sent when the Event is reinstated.</td>
</tr>
<tr>
<td>Event User Registration</td>
<td>Sent when User registers for the Event.</td>
</tr>
<tr>
<td>Event User Cancellation</td>
<td>Sent when User cancels from an Event.</td>
</tr>
<tr>
<td>Event Reminder</td>
<td>Sent with the Event Reminder.</td>
</tr>
<tr>
<td>Post Event Notification</td>
<td>Sent with the Post Event Notification.</td>
</tr>
</tbody>
</table>
- On this screen, check the box next to **Online Portion**, and then check the **Always Available** box.
  - If your content will be restricted to a certain timeframe, you can enter the dates here and leave the **Always Available** box unchecked.
- Click **Apply** to save your changes.
- Click **Next** to move to the next step.

- This step is only used for Classroom Courses. Click **Next** to skip to the next step.
Complete the following:
(Some of these fields may be pre-populated if you selected an Event Template.)

Minimum Enrollment:
• For eLearning content, we do not recommend setting a Minimum Enrollment, therefore this field should be left at the default of “0”.

Maximum Enrollment:
• For eLearning content, check the No Maximum Limit box to ensure that all users can take the eLearning course.

Maximum Waitlist Users:
• Waitlist management is not used for eLearning content. Check the No Maximum Limit box.

Automatic Enrollment From Waitlist Deadline
• Waitlist management is not used for eLearning content. Check the Automatic Enrollment Until Event Start Date box.

Registration
• For eLearning content, we recommend checking the Always Available box to avoid restricting when users can take the course.

(Continued on next page)
Scroll down to complete the following:

**Self Cancellation Deadline**
- For eLearning content, this does not apply. Check the **Always Available** box.

**Evaluation Dates**
- Since generally eLearning content is always available, check the **Always Available** box to ensure the evaluations are also always available. If you have restricted dates for your evaluation, enter those dates here.

- Click **Apply** to save your changes.
- Click **Next** to move to the next step.

- Click **Next** to skip to the next step.
  - This feature is currently not being used at Denver Public Schools.
• To have an event added to other system levels along with the course, select the desired event from the **Event** dropdown list.

• Select the DPS level, and make sure the box next to **Add Event to All Levels Below Selected Level** radio button is selected, then click **Apply** to save your changes.

• Click **Next** to move to the next step.

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• To enable Self-Registration, Approval Requirements, or Self-Cancellation, select the DPS level on the left.
  - To allow users to self-register for the event, check the **Self Registration Available** box.
  - To require manager approval for users who register for the event, check the **Approval Required** box.
  - To allow users to self-cancel out of the event, check the **Self Cancellation Available** box.

• Click **Apply** to save your changes.

• Click **Next** to move to the next step.
- Click **Next** to continue the process.
  - This feature is currently not being used at Denver Public Schools.

- Return to the Courses tab by clicking the **Courses** button in the column on the left.
- Place a checkmark in the Active column next to the Course you just created.
  - A pop-up will appear asking if you are sure you would like to update. Click **OK**.
  - The Course is now active.

**Putting the Pieces Together**
- The next steps will walk through reporting settings to ensure the eLearning content is scoring properly.

- Select the Course that you just activated by clicking on it.
  - This will open a new tab.
Click on the **General Options** tab.

Select **Edit Third Party Online Course Package Properties**

- From the menu on the left, select **Reporting Heuristics**.
- In the middle section, ensure that all boxes are unchecked except for **Is Completion Tracked**.
- Click **Save** to save changes.

**Putting the Pieces Together**

- In order for your Course to show up in Learning Space, you must first add it to a Curricula/Catalog.
- For step-by-step instructions on how to do this, please reference the **Learning Space TC Guide: Add Course to a Curricula/Catalog**.