Job Aid:

Update Course with SCORM Asset

August 2014

Table of Contents

Section 1: SCORM Asset Update

1. Log into Course Manager as an admin.

2. Select Administration > Import/Export > Import Data

3. Import SCORM course > Continue

4. Select Content > Assets

5. Select Add SCORM Asset.

6. Enter the Asset Name & Description and select the course to be converted from the SCORM Course drop-down box (locate the course with the title you previously uploaded).

7. Save

8. Select Content > Courses , filter for the course you wish to update and select the course from the course list

9. Select the Assignments tab.

10. Select the Course Topic.

11. Select the Topic Page.

12. Select the Assign link adjacent to Assets.

13. Select the asset currently assigned; select the checkbox for Remove asset from page and select Save.

14. Select the Assign link adjacent to Assets.

15. Filter from Available Assets to locate the newly created asset you wish to assign to the course (You may find it helpful to filter by created date).

16. Select the new asset and select Save.

17. At the Page level, select Edit, set the Page Type to SCORM and select Save.

18. Contact OnPoint and provide a list of course IDs which are ready to be updated on our end.

19. After receiving verification from OnPoint that the courses have been prepared to updated, re-publish each course.