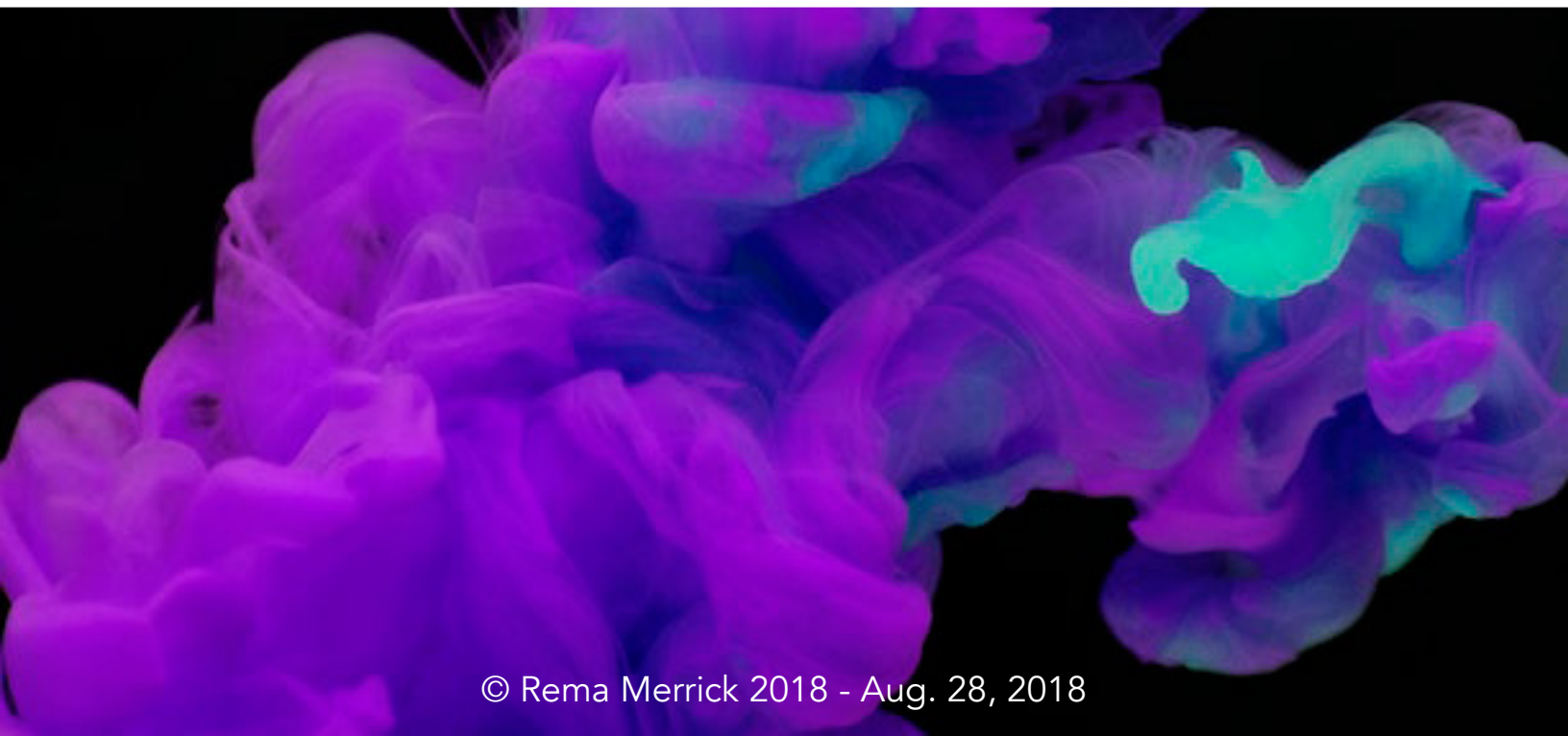




How to Create a Course

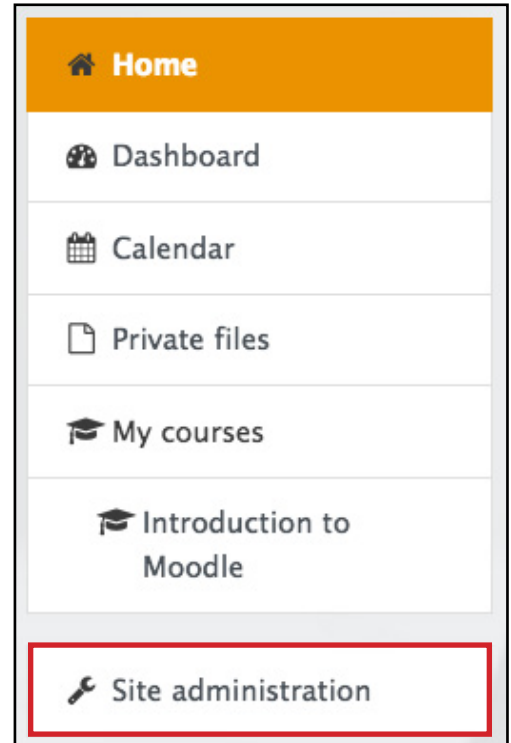


How to Create a Course

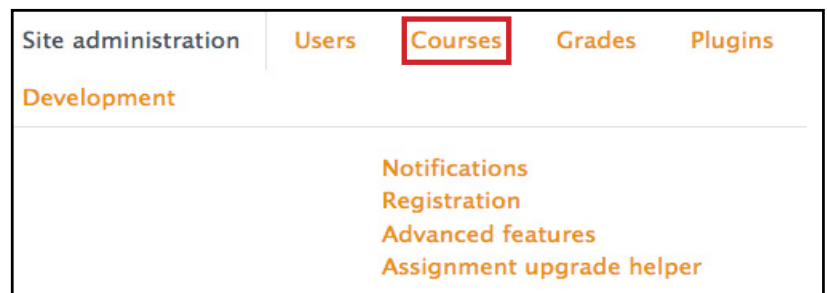
This document provides instructions for creating a single-activity, SCORM-package course in the MoodleCloud learning management system. This is a two-part process: creating the course shell and inserting the SCORM content.

CREATE COURSE SHELL

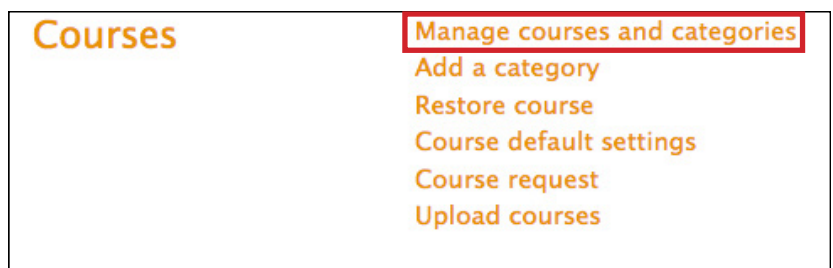
1. Sign into the MoodleCloud platform using the Administrator role.
2. Select the **Site administration** tab located on the left, bottom side of the page.



3. The *Site administration* page displays on the right side of the page. Select the **Courses** tab.

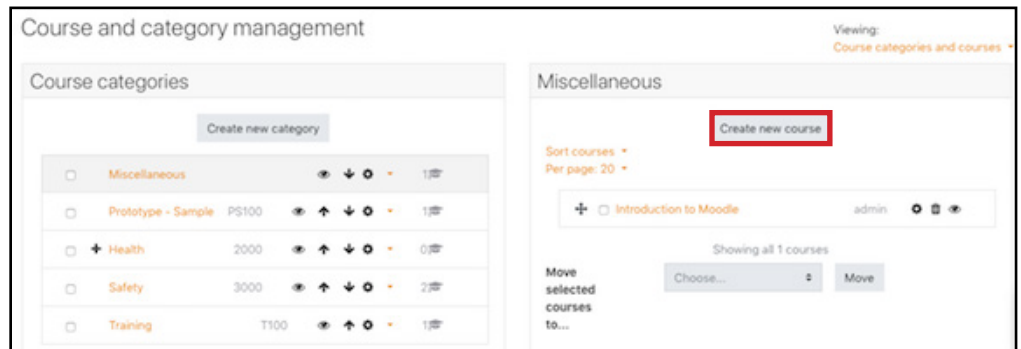


4. Under the *Courses* tab section, select **Manage courses and categories**.



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5. The *Course and category management* page displays. Select the **Create new course** button.



6. Enter the course information in the *General* section of the *Add a new course* page.

The screenshot shows the 'Add a new course' page, General section. The following fields are highlighted with red circles and boxes:

- 6a**: Course full name (text input field)
- 6b**: Course short name (text input field)
- 6c**: Course category (drop-down menu showing 'Miscellaneous')
- 6d**: Course visibility (drop-down menu showing 'Show')

Other fields include Course start date (7 September 2018 00:00), Course end date (7 September 2019 00:00), and Course ID number.

- 6a. Enter the **Course full name**.
- 6b. Enter the **Course short name**.
- 6c. Select the **double-triangle** icon to the right of the *Course category* drop-down menu. Select the **Course category** from drop-down menu.
- 6d. Select the **double-triangle** icon to the right of the *Course visibility* drop-down menu. Select the **Course visibility** setting from the drop-down menu.

How to Create a Course

Add a new course

▼ **General**

Course full name ⓘ ⓘ

Course short name ⓘ ⓘ

Course category ⓘ Miscellaneous ▾

Course visibility ⓘ Show ▾

Course start date ⓘ 7 ▾ September ▾ 2018 ▾ 00 ▾ 00 ▾ 📅

Course end date ⓘ 7 ▾ September ▾ 2019 ▾ 00 ▾ 00 ▾ 📅 Enable

Course ID number ⓘ

7. To make the course available for a specific period of time, select the **Enable** check box and enter the **course start and end dates**.

8. Enter a **Course ID number**.

9. Enter the information in the *Description* section of the *Add a new course* page.

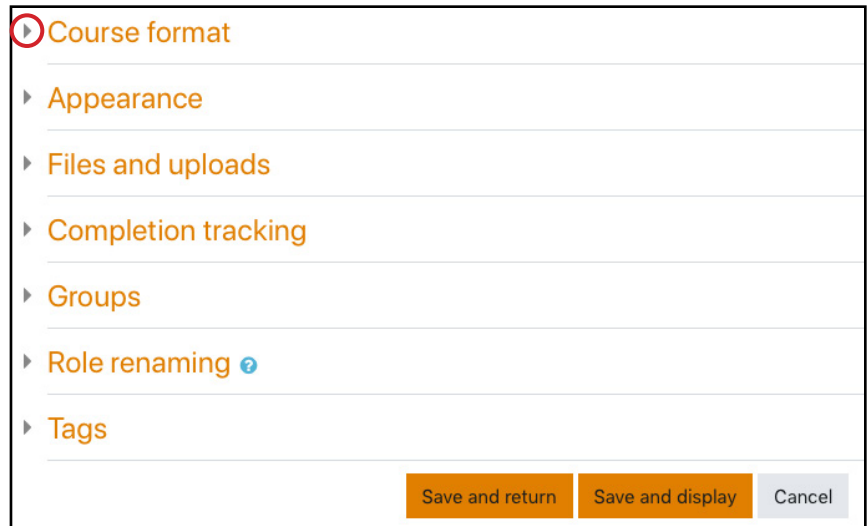
10. Enter the **Course summary**.

▼ **Description**

Course summary ⓘ

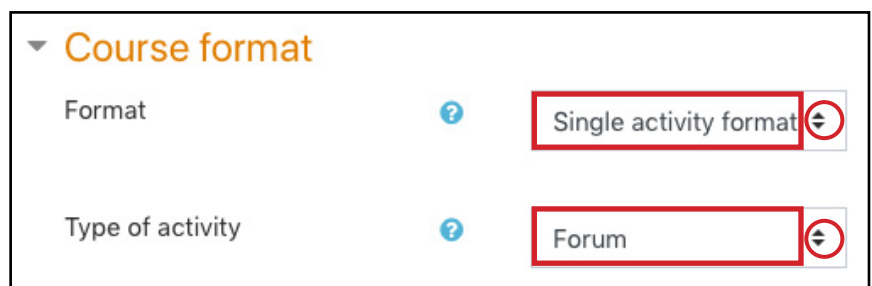
How to Create a Course

11. Select the **triangle** icon next to the *Course format* link to expand the section, if it is not visible.



A screenshot of the 'Course format' section in a course editor. The section is expanded, showing a list of sub-sections: Appearance, Files and uploads, Completion tracking, Groups, Role renaming (with a help icon), and Tags. At the bottom right, there are three buttons: 'Save and return', 'Save and display', and 'Cancel'.

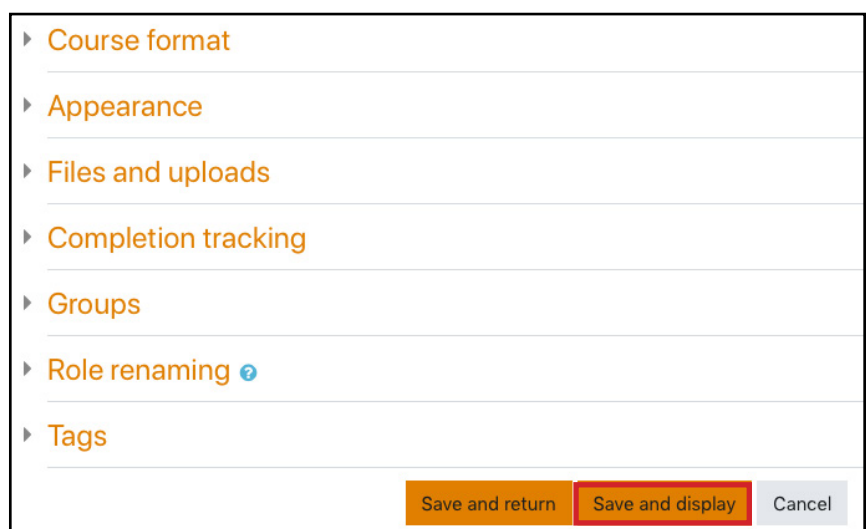
12. Select the **double-triangle** icon to the right of the *Format* drop-down menu. Select **Single activity format** from the drop-down menu.



A screenshot of the 'Course format' section with the 'Format' and 'Type of activity' drop-down menus open. The 'Format' menu is set to 'Single activity format' and the 'Type of activity' menu is set to 'Forum'. Both menu items are highlighted with red boxes. The 'Format' menu has a double-triangle icon to its right, and the 'Type of activity' menu has a double-triangle icon to its right. There are also help icons (question marks) next to each menu.

13. Select the **double-triangle** icon to the right of the *Type of activity* drop-down menu. Select the **SCORM package** from the drop-down menu.

14. Go to the bottom of the page and select the **Save and display** button.

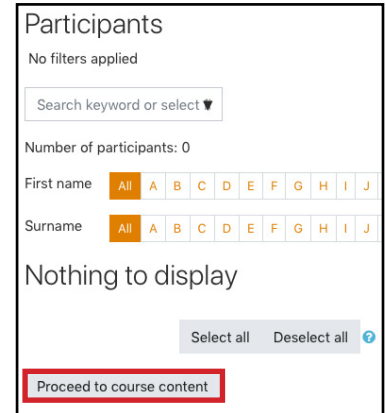


A screenshot of the 'Course format' section, similar to the first screenshot, but with the 'Save and display' button highlighted in red. The sub-sections are collapsed.

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INSERT SCORM CONTENT

1. Select the **Proceed to course content** button.

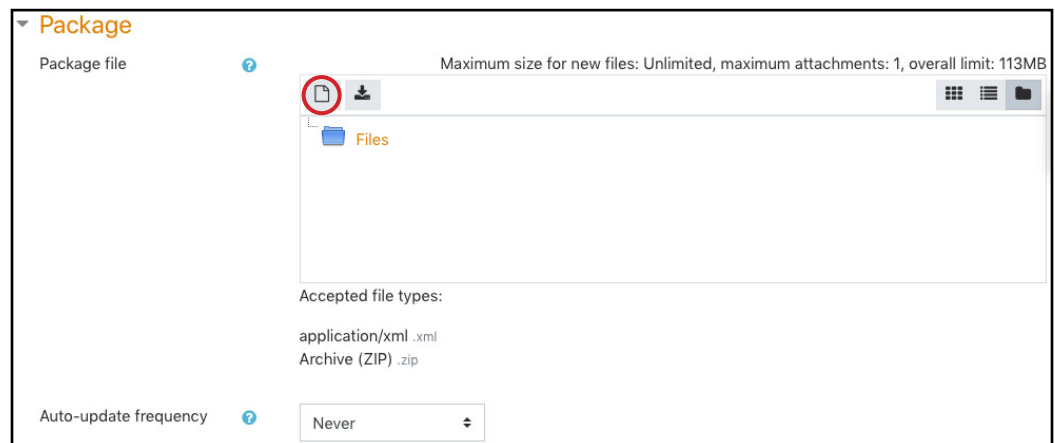


2. The *Adding a new SCORM package* page opens. Enter the SCORM package **Name** and **Description** in the *General* section.

The screenshot shows the 'Adding a new SCORM package' page. The 'General' section is expanded, showing 'Name' and 'Description' fields. The 'Name' field is highlighted with a red box. Below it is a rich text editor with a toolbar. The 'Description' field is also highlighted with a red box. In the top right corner, there is an 'Expand all' icon (a play button) highlighted with a red box.

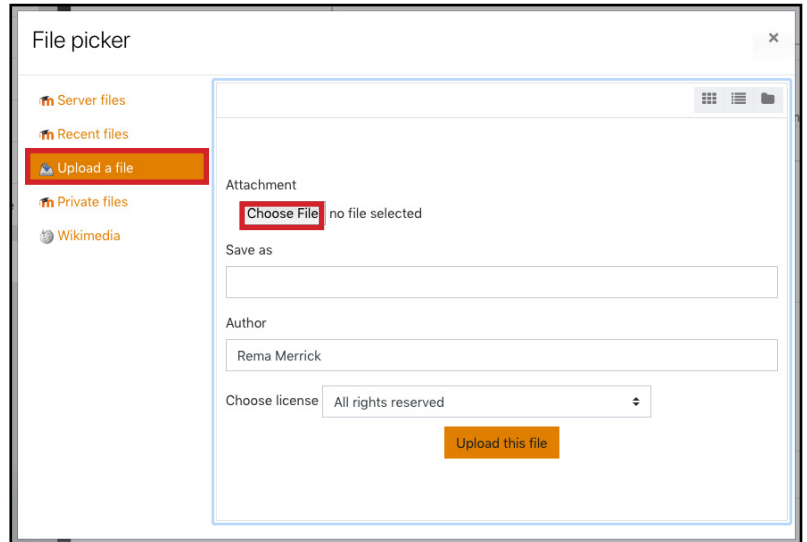
NOTE: Select the **Expand all** icon on the top right of the page to expand all sections of the page, if the sections do not display.

3. Upload the SCORM package file in the *Package* section. In the *Package* section, select the **Add a new file** icon.

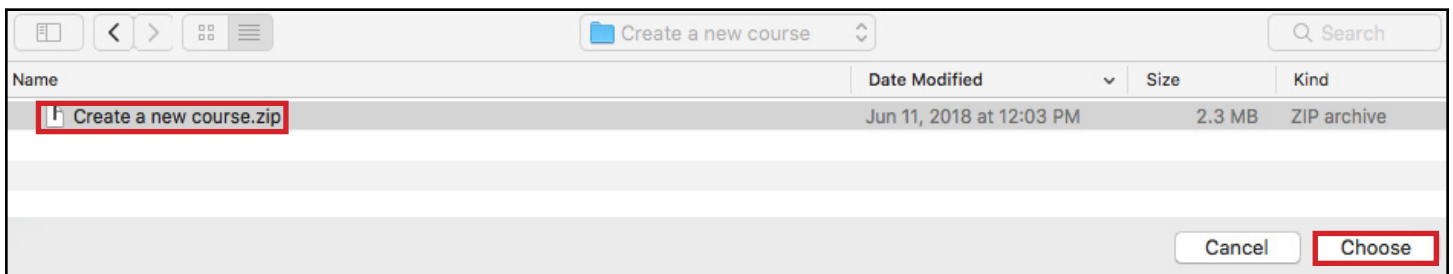


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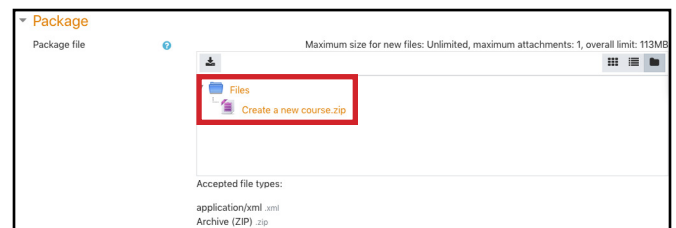
- The *File picker* dialog box opens. Select the **Upload a file** button, if it not already selected.
- Select the **Choose File** button; find the file, select it and choose **Open**.



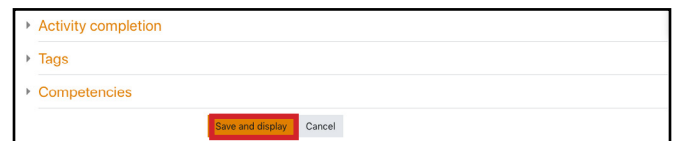
- Select the **course you want to upload**; then select the **Choose** button.



- You will see the uploaded file listed under the blue Files folder.



- Select the **Save and display** button at the bottom of the page.



The new SCORM package course is complete and will be available to registered users on the course start date.