KN@WLEDGE**LINK**

Warning: Do not use these steps for PDFs, or external content (HealthStream, Elsevier). Instead, please use the steps in <u>Upload Content Directly to Knowledge Link</u>.

Prior to uploading content, please be sure that the following steps have been completed:

- To create a new item/course, refer to <u>How to Create an Online Item</u>.
- To publish your content using Articulate, refer to Publishing Articulate 360 Courses in Knowledge Link.

To continue, refer to the sections below:

Se	ction	Description				
A.	Upload Content to Content Controller	Upload content published from Articulate or Captivate to Content Controller.				
В.	Update Titles and Tags in Content Controller	Ensure that titles and tags match information in Knowledge Link for easier searches.				
C.	Upload Dispatch File to Knowledge Link	Upload the "dispatch file" to Knowledge Link, creating a bridge between Knowledge Link and Content Controller.				
D.	Attach Content Controller Object to a Course	Attach the "dispatch file" to your course in Knowledge Link.				
E.	Revise the Course and Content	Use these steps if existing content in Content Controller needs to be revised.				

If needed, additional Content Controller guides are available at: <u>https://guide.contentcontroller.com</u>.



Upload Content to Content Controller

Before beginning, rename your published ZIP file using Knowledge Link naming conventions. For example, if the item ID is "HS._____.ITEM._____" then your ZIP filename should be "HS._____.Zip".

- 1. Open <u>Content Controller</u> and log in. If a login has not been granted or if your account is locked out, send an email to PMA@uphs.upenn.edu.
- 2. Click **CONTENT** in the page header.
- 3. Double-click on your group's content folder.

Content Controller	ACCOUNTS	CONTENT	REPORTS	¢ ~
Your Content Courses Equivalents Previews		Q		ADD
Home			Showing Active	✓ Courses
□ TYPE NAME ~			DA	TE MODIFIED
PMA Content			10/31	/22 5:27 PM

4. Click Add > Course.

				ACCOUNTS	CONTENT	REPORTS	\$ ~
Your Content	Courses	Equivalents	Previews		Q	4	ADD
Home > PMA Co	ntent E∨					Showing Fol-	der TE MODIFIED

- 5. Click Choose File then select the ZIP file.
- 6. Click Import Course. The course will be uploaded.



NOTE: If any errors occur during upload, you may need to modify the course and republish. *Certain punctuation and symbols in the course name can cause warnings. If the message reads "Import Successful" you may ignore the warnings.* 7. Click the checkbox next to the content name then click the **Share** button.

Your Content	Courses	Equivalents	Previews			
Home > PMA Con	itent	MOVE	🖄 SHA	RE		
TYPE NAME	~			DIFIED		
Infect	11/7/22 12:1	4 PM				

8. Select the account, click the right-facing arrow to move the account to Selected Accounts, then click **Next**.

Select Accounts	
1 Select Accounts	2 Confirm Account Sharing 3 Confirmation
Q	
Available Accounts (14)	Selected Accounts (0)
PMA Account	
Cancel	Next

9. Click Share, then click Done.

Confirm Account Sharing			Confirmation		
Select Accounts 2 Confirm Account Sharing 3	Confirmation		Select Accounts	Confirm Account Sharing	3 Confirmation
Content to Share 1 content item(s) Total Accounts 1		1	Successfully shared content.		Done
e Previous	Share		*		

10. Test the course as follows:

A. Click the **Test** button under Course Details.



- B. The course will open in a new window. Follow the course prompts to complete the course.
- C. When you have completed the course, close the course window.
- D. On the Content Controller page, view the test results. The test result MUST include both **COMPLETED** and **PASSED** as shown below. If either is missing, then the test was NOT successful. Check the publish settings in the publishing software and try again.

Test failed	COMPLETION	SATISFACTION	SCORE
(even though it says "Completed")	COMPLETED	UNKNOWN	UNKNOWN
Test passed		SATISFACTION PASSED	SCORE UNKNOWN



Update Titles and Tags in Content Controller

- 1. Click on the content title in your folder to view the Course Details pane.
- 2. To update the content title:
 - A. Click Edit.
 - B. Edit the **Name** field. If desired, you may also edit the **Description** field. *The Name field should match the name/title used in Knowledge Link.*
 - C. Click Save.

NTS CONTEN	T REPORTS	\$ ~	Edit Course
م Course Detail	s	ADD	Name Infection Prevention at Penn Medicine Description
🛠 Test	Version	Deactivate	
Details	A	Edit	
Infection Prevention :	at Penn Medicine		
Created Modified Published Version Uploaded File Name Language	11/1/22 11:24 AM 11/1/22 1:50 PM INFT100A_19v9 HS.60002.COBJ.INF English	T100A_19v9.zip	Language English
Standard	SCORM 2004 4th Ed	lition	
© CREATE PREVIEW LIN	K	nt	Cancel Save

- 3. To update the tags:
 - A. In the Course Details pane, click the **Tags** link.
 - B. Type your tag and then press **Enter**.

SCORM 2004 4th Edition		
Home > PMA Content		NC
N LINK		en
		tag
~		en
19v9 × Add a tag B		the
	SCORM 2004 4th Edition Home > PMA Content W LINK	SCORM 2004 4th Edition Home > PMA Content W LINK V 19V9 × Add a tag

NOTE: We recommend you use the end of the content object ID for the tag. For example, if your ZIP filename ends with "INFT100A_19v9" then add the tag "INFT100A_19v9".

4. To search for tags, you must be on either the **CONTENT** tab or **ACCOUNT > Content**. When you begin typing the tag, the tag suggestions will appear below the search box. <u>Click the tag to display the results</u>.

ACCOUNTS	ACCOUNTS CONTENT			ö ~	
Q inft		8 G0		Ð	ADD
C Searchi	ng		A		0
INFT1	00A_19v9		DAT		DIFIED

NOTE: If you press Enter and do not click the tag, the results will not appear.

Upload Dispatch File to Knowledge Link

1. Click **ACCOUNTS** in the page header.

			ACCOUNTS	CONTENT	REPORTS	\$ ~		
Your Accounts	Accounts	Bundles	Licenses	1	Q		ADD	

- 2. Double click your group's account.
- 3. Click Content on the account page. (Not CONTENT in the header.)

	Content Controller			ACCOUNTS	CONTENT	REPORTS	\$ ~	
<	PMA Account	Details	Content	Advanced		Q		ADD
	Home		1				Showing Active	Content

- 4. Double click your group's folder.
- 5. Click the checkbox next to the content name then click the **Share** button.

Content Controller	ACCOUNTS	CONTENT	REPORTS	۵ ~
< PMA Account Details Content Advanced		Q		ADD
Home > PMA Content			MOVE	SHARE
Infection Prevention at Penn Medicine			11/7	7/22 1:32 P

- Select the type of file to download (AICC, SCORM 1.2, SCORM 2004 4th edition).
 We recommend selecting the same format as the ZIP file you uploaded.
- 7. Click Get Link.
- Click the Download Package link. The ZIP file will be downloaded to your computer.
- 9. Click Done.



- 10. Locate the downloaded file. This will be the *dispatch file*.
- 11. Rename the dispatch file to match the ID used for the original ZIP file, but change "COBJ" to "DISP" -- for example, "HS.10000.DISP.MYCOURSE.zip".

NOTE: This step ensures you can easily identify the original content file versus the dispatch file.

- 12. Log into Knowledge Link and go to Learning Administration.
- 13. Go to **Content > Import Content**.
- 14. Select Add New Content. Only use "Add New Content" option. Other options are not recommended.
- 15. Click Next.

Learning Administration		
Menu Recents	Import Content	Help
Search Q ↑ [−] ↓≣	> Step 1	
Home	Step 1: Select Action	
> Manage User Learning		15 Next
> Learning Activities	Add New Content	-
✓ Content	Add Content for an Existing Item	
Import Content 13	Replace Content for an Existing Item Section Methods on Evidence Item	
Content Packages	C Enable Mobile of Offline Content for an Existing item	
Content Objects		
Open Content Network		
Activate/Deactivate OCN Courses		

16. Click **Browse**, select the <u>dispatch</u> ZIP file, click **Open**, and then click **Next**.

Import Content	Help	7	
> Slep 2			
Step 2: Select Files			
Select files that you would like to import as content. Any SCORM or AICC files mu any of the following formats: ".zip;",pdf;".doc;".docx;".tft;".html;".htm;".six;".xix	st be in a .zip format. Other files may be in x;*.ppt;*.pptx		
	Previous Next		
* - Required Fields • Content Fiel(s): Browse			
← → · ↑ ↓→ This PC → Downloads → · ⊘ ⊘ Search D	Jownloads	Import Content	lp
Organize 🔻 New folder	I≕ ▼ Ⅲ (?	> Step 2	
Training ^ Name	^	Step 2: Select Files	
ConeDirve - Penn Medicine Penn Medicine HS.10000.DISP.MYCONTENT.2p			1
This PC		Previous Next	
J 3D Objects		* = Required Fields	
Documents		Content File(s): Browse	
Downloads	~	Clear /	All
11 items		HS.10000.DISP.MYCONTENT.zip	
File name: Open	f zip*.pdf;*.doot	Next)

- 17. Complete the Content section.
 - A. Select "iContent" as the Server Location.
 - B. Update the **Domain ID** to UPHS.
 - C. For **Content Package ID**, enter the Content Object ID (use "DISP" naming convention, same as ZIP filename).
 - D. (Optional) If the content is mobile-ready, click the checkbox to **Enable mobile access for all content**.
 - E. This option should NOT be selected. It is only for PDF documents.
 - F. Click Import Files.

Import Conten	t Help
> Step 3	
Step 3: Configure (Content and Item Settings
	Previous Import Files
* = Required Fields	
Content	
The system will create a content package ID. If yo each content package h	new content package for each file that you upload. If you upload one file, then you must provide a unique ou upload multiple files, you can provide a prefix; the system appends a number to the prefix to ensure that as a unique ID.
Deploy Content:	Deploy content to server
* Server Location:	iContent 🗸
* Security Domain ID:	Q, ШРНSВ
Content Package ID:	HS.10000.DISP.MYCONTENT
Mobile access:	Enable mobile access for all content fr checked, mobile access will be enabled for all content objects using the imported files. To add a different file for mobile access, edit the content objects after import.
Offline access:	Enable offline player download If checked, offline access will be enabled for all content objects using the imported files. Please note that the AICC Wrapper is not supported in Offline Player. To add a different file for offline access, edit the content objects after import.
Use AICC Wrapper	Apply AICC wrapper to any non-AICC/SCORM content
Special Instructions:	
items	
Create a new Learn	ning item for each content package.
	Previous Import Files

18. The content file will be validated. If the file does not pass validation, consult with your lead KL administrator.

19. Click the "Edit Content Object IDs" icon.

Status	Zip File Name	Content Package	Item	Reason to Highli	ght Edit Cor	ntent Object IDs
Success	HS.10000.DISP.MYCONTENT.zip					
					Schedule Job	Cancel

20. Delete the existing content object ID and type a new content object ID, then click Apply Changes.

- The content object ID should be the same as the content package ID in step 17C.
- The "Title" and "Launch URL" are shown for informational purposes only.

	Import Content		
	> Import Summary		
	Edit Content Object IDs		
	Content Object ID	Title	Launch URL
ς	HS.10000.DISP.MYCONTENT	Infection Prevention at Penn Medicine	/learning/user/onlineaccess/icontent.do?Course=CUSTOM&url=/self- managed/production/HS.10000.DISP.MYCONTENT/dispatch.html
			Apply Changes Plose

21. Then click Schedule Job.

Status	Zip File Name	Content Package	Item	Reason to Highlight	Edit Content Object IDs
Success	HS.10000.DISP.MYCONTENT.zip				
				Sch	edule Job Carcel

22. Choose the option to run the job immediately or schedule it for a specific date and time, choose whether or not to be notified via email, and then click **Finish**.

Content Import						
> Content Import > Schedule Background Job						
Schedule Background Job						
The action you are trying to perform could take a long time to complete. This action Please complete the following information if you want this action to run at a specifi email upon completion, please select "Notify via email upon completion" checkbox	n must be scheduled to run in the background. c date and time. If you choose to be notified by and specify an email address.					
Run this job immediately, if allowable.						
Schedule this job to be executed on: View Available Time Slots						
Date: mm (MM/DD/YYYY)						
Time:						
Time Zone:	T					
Job Description:						
	1					
Notify via email upon completion						
Email:						
	Reset					

- 23. Once the process has finished, open the content object and edit the Title and Description.
 - A. Go to Content > Content Objects, search for the content object ID and open it.
 - B. Update the Title and Description as needed and click **Apply Changes**. *You will not get a confirmation, but the title and description will be updated after you click Apply Changes.*

Learning Administration	
Menu Recents	Content Objects
Search Q ↑¯ ↓≣	> Search > Search Results > Edit Summary
Home	Content Object ID:
> Manage User Learning	Superviser Lewish Method Objectives AICO Supervise Cross Security
> Learning Activities	Edit the Content Objectives AICC Support Domain
✓ Content	
Import Content	*= Required Fields Apply Changes Reset Copy Content Object. Delete
Content Packages	
Content Objects	* Title: Upload Content
Open Content Network	* Security Domain: Q UPHS Build Liser: Build Company:
Activate/Deactivate OCN Courses	Build Location:
Assessments	Build Date: mm
Question Library	Content Object is active Content Object is online
Question Import/Export	Description: Upload Content Description
Objectives	
Tasks	Developer Tool: SCORM
Surveys	Mastery Score:
Document Links	Apply Changes Reset Copy Content Object Delete
Questions (Legacy)	

NOTE: For the end user, the Title and Description appear on the content structure page. See example below.



KL administrator.

Attach Content Controller Content to a Course

1. Open the Item in Knowledge Link and click on the **Online Content** tab.



2. Click the down arrow (or click the "Root" ellipsis) and select Add Content Object.

	Content ID				° ⊅ ↑⁻	↓≣
tom	Add Content Object		Content ID	Con	tent Type	
tern.	Add Content Object			Roo	Add Content Object	
	Add Content Object	UK	-	Quiz	Add Content Object	<u>`</u>
	Add Content Package		-		Add Assessment	
	Add Assessment				Create Folder	
	0				Remove	

NOTE: If the options above do not appear, then content changes have been locked. In this case you should revise your course. Please consult "<u>Revise the Course and Content</u>" for more information.

3. Enter the **Content Object ID** and **Object Title**, then click **OK**.

Edit Content Object
Content Object:*
HS.10000.DISP.MYCONTENT
Object Title:*
Uploading Content
OK Cancel

If you do not know the Content Object ID, click the search icon (🕒) to search for the content.

4. If you need to add additional content objects, repeat steps 2-3.

- 5. Update the Online Content Settings
 - A. Click the gear (³) to open Online Content Settings.
 - B. On the "Launch" tab, turn on **Content is available for launch**.
 - C. If there is only <u>one content object</u>, turn on Automatically launch content....

tle			Conter	nt ID Content T	ype
nline Content Settin	gs				
Launch Course P	Progression Completion Objectives		B		
	Content is available	for launch (available for users):			
	Automatically launch content w	hen starting or resuming course:			
	Rese	t User's Progress after Inactivity:	C	Days	
			-	Lock Other Content When	Parameters
Title		Content Type	Downloadable	in Progress	1 didifievers
Title		Content Type Root	Downloadable	in Progress	1 diameters

D. On the "Course Progression" tab, if there are multiple content objects <u>AND</u> you want to force users to take them in order, click the **Complete Content in Sequence** checkbox.

Online Content Settings					
Launch Course Progression Completion Objection	/es				
Title	Content Type	Complete Content in Sequence	Allow Assessment Review	Exam Duration	
~	Root		OPTIONAL		
	AICC	Fuice	is user to complete i	recepted	

- E. On the "Completion" tab,
 - Turn on Add to History on Completion of All Content.
 - For Completion Status, select **COURSE-COMPLETE**.
 - Turn on Users can Review Completed Content from History.
- F. Click **OK** then click **Save**.

	Add to F Users can Revi	iistory on Completion of All Content: Completion Status:* [ew Completed Content from History:	COURSE-COMPLETE (C	omplete) - For Credit	~	
	-	ALCC Max-Normal:	99			
Title		Content Type	Complete Content on Launch	Mastery Score	Add to History on Pass	Add to History on Failure
~		Root				
		AICC		0 - 100		
						Cancel

Revise the Course and Content

Before revising content, consider the questions below and click the recommended actions:

Question	Yes	No
Does the existing item ID need to be replaced – for example, is the ID format incorrect or does the provider code need to be changed?	Create a New Item	Go to next question
Are there significant changes to the length, structure, or training objectives of the course?		
Are you adding or removing content objects from the course in Knowledge Link?	Revise the Item	Keep the existing item and <u>Revise the Content</u>
Do your reports need to include whether a user completed the old content vs. the new content?		



Create a New Item

- 1. Follow the steps in <u>How to Create an Online Item</u>.
- 2. Attach the original dispatch file to the new item. (HS._____.DISP._____)

NOTE: You can re-use the same dispatch file because you will revise the content in Content Controller.

- 3. Open the new item and add the old item to the substitute list. This will ensure that users receive credit if they completed the old item.
 - A. In the new item, go to the **Substitutes** tab.
 - B. Click the "+" icon to add a new substitute.
 - C. Search for the old revision (select "inactive" status since the old revision was made inactive).
 - D. Select the old revision, enter the substitute settings, and click Add.

Substitutes	ompetencies	Objectives	Materials	Document Links	Pricing	Purchasing	Cost Calculatio	on Government F	Reporting	OCN Course Sessio	ns
Substitutes	5 (1)								B	+ 0 8	↑↓
ltem		For-Credit	t Status	Provide Credit Item If Not Ass	for Base igned	Not-for-Credi	it Status	Status		_	
Substitutes											
				Add Substitute It	ems To I	tem					
Keyword: Search All Locales:	O Yes 🖲	No		Records per Page 25 V	(13 total recor	ds)				D Add Select All / Des	Res select All
Revision Date: (MM/DD/YYYY) Revision Number:	Starts With	✓ testcooj						Provide Credit for Base Item If			
Item Title: Item Status:	Starts With	Not Active Bot	h	Item COURSE JAR.00000.I	TEM.TESTC	Title OBJ2 Item for	For-Credit Sta Substitute	Assigned	Not-for-Credit Status	Effective Date (MM/DD/YYYY)	
Item Classification: Online Settings:	Starts With	e content	-1	(Rev 1 - 11/12/2020 01:4	5 PM US/East	ern) Testing COBJ's					
Delivery Methods:	Starts With	•	•								
Curricula: Course Owner:	Starts With Starts With	~	Ţ								
Orders Enabled:	⊖ Yes ⊖	No Both		С							
Add/Remove Criteria 😌				Search	Reset						

4. To avoid confusion, DEACTIVATE the old course.

NOTE: If there are existing programs, curricula, substitutes, prerequisites, classes, or enrollments for the old course, you will need to update them manually for the new course.

5. Continue to <u>Revise the Content</u>.

Revise the Item

- 1. In Learning administration, click Learning Activities > Items.
- 2. Search for the learning item that you want to revise, and then open it.
- 3. Click Actions, then click Revise.



- 4. The learning item revision wizard opens.
- 5. Proceed as follows:
 - A. Enter New Revision Date (or use the calendar selector).
 - B. Enter Time and Time Zone.
 - C. Enter Revision Number. (Add 1 to the previous revision number.)
 - D. Enter a new **Title** (optional).
 - E. Click Next.

	Revise		
	ltems		
	> Search > Edit Summary > Rev	vise > Step 1	
	Step 1: Item Revision		
	Please enter the new revision	number and date for this item. You may a	so change the title of the new revision.
A	* New Revision Date: (MM/DD/YYYY)	11/12/2020	
	* Time: (hh:mm AM/PM)	12:00 PM	E
	Time Zone:	Eastern Standard Time (US/Eastern)	~
	Revision Number:	2	
	D * Title:	Course for Testing Online Content	
	-	Title entered here will be saved in E that can be edited by clicking the gl	inglish locale. There may be values in other locales obe icon, after the revised item has been created.
			Reset

- 6. Proceed as follows:
 - A. Check the box to copy substitutes relationships. By selecting this option, users will continue to get credit for completion of previous substitute courses.
 - B. Check the box to change all authorized instructors to the new revision.
 - C. Check the box to include the online settings in the new revision. You can modify the online settings after the revision is created.
 - D. Click Next.

Revise	
ltems	0
> Search > Edit Summary > Revise > Step 2	
Step 2: Item Revision	
Do you wish to copy the substitute relationships for this item to the new revision? B Do you wish to change all authorized instructors to the new revision? This item has online settings. Do you wish to include the online settings in the new revision of this item? Reset Previous	 Yes Yes Yes

- 7. Proceed as follows:
 - A. Select Make this item production ready.
 - B. Click Next.

	Revise	
	Items	9
	> Search > Edit Summary > Revise > Step 3	
	Step 3: Item Revision	
A	Make this item production ready.	
	O Do not make this item production ready.	B
		Reset Previous Next

8. Proceed as follows:

- A. Check the box to deactivate previous revisions of this item. *Leaving previous revisions active can be very confusing for administrators and users alike*.
- B. Check the box to update curricula potentially affected by this new item revision. If you do not select this, then the item may be removed from curricula.
- C. Check the box to update learning plan assignments potentially affected by this new item revision. If you do not select this, then those users will never be able to finish the course.
- D. Check the box to change all future classes so they use the new revision. This option is for instructor-led courses and automatically updates all existing future classes, saving you the time of updating those classes manually.
- E. Click Next.

Revise		
Items	0	
> Search > Edit Summary > Revise > Step 4		
Step 4: Item Revision		
Do you wish to inactivate previous revisions of this item? Do you wish to update curricula potentially affected by this new item revision? Do you wish to update User learning plan assignments potentially affected by this new item revision? Do you wish to change all future classes to use/access the new revision?	 Yes Yes Yes Yes Yes 	
Reset Previous	Next	

- 9. If the item is part of one or more curricula, proceed as follows:
 - A. For the curriculum listed, double check that the settings are correct or update them if necessary. (If multiple curricula are listed, do the same for each curriculum.)
 - B. Check the box to add the revised item to this curriculum.
 - C. Click Next.

ltems								
> Search > Edit S	Summary > Revise > Step 5							
Step 5: Item	Revision							
Curriculum ID			Assignment Type			Status	Effective Date (MM/DD/YYYY)	
JAR.TESTCUR	R (How to Create a Curriculum)		Required (REQ) 🗸 🕂			Active	11/12/2020	
	Initial Number: Initial Required Date Basis: Retraining Number:	30 Assignment D	Initial Period: Days	~	Initial Bas Retraining Bas	is: Event	~	
В	Add the revised item to the (Do not check the checkbox	is curriculum if you do not v	using the information above. want to add the revised item	to th	e curriculum.)		G	

10. Check the revision information to verify that the data is correct and then click **Run Job Now**.

Revise		
ltems		0
> Search > Edit Summary > Revise > Final Ste	p	
Final Step: Complete		
Revise Item		
Item:	COURSE JAR.TESTCOBJ (Rev 1 - 11/3/2020 02:29 PM US/Eastern)	
New Revision Date:	11/12/2020 12:00 PM US/Eastern	
New Revision Number:	2	
New Revision Title:	Course for Testing Online Content	
Copy Substitutes:	Yes	
Update Authorized Instructors:	Yes	
Copy Online Settings:	Yes	
Make Item Production Ready:	Yes	
Inactivate Previous Revisions:	Yes	
Update Curricula:	Yes	
Update User Learning Plans:	Yes (1 curricula selected)	
Update Future Classes:	Yes	
	Previous Run Job Now Schedule	Job

- 11. When the job is complete, immediately open the new revised Item and <u>add the old item to the substitute list</u>. This will ensure that users receive credit if they completed the old item.
 - A. In the new item, go to the **Substitutes** tab.
 - B. Click the "+" icon to add a new substitute.
 - C. Search for the old revision (select "inactive" status since the old revision was made inactive).
 - D. Select the old revision, enter the substitute settings, and click Add.

Substitutes Com	petencies Objectives	Materials	Document Links	Pricing	Purchasing	Cost Calculation	Governmen	t Reporting	OCN Course Session	ns
Substitutes (1)							B	+ / 8	↑↓
Item	For-Credit	Status	Provide Credit Item If Not Assi	for Base gned	Not-for-Credi	t Status St	tatus		_	
uhatitutaa										
ubstitutes		A	dd Substitute It	ems To l	tem					
Keyword:									D	Res
search All Locales:	O Yes 🖲 No	Re	cords per Page 25	(13 total recor	rds)				Select All / Des	elect All
Item ID: Revision Date:	Contains v testcobj				,		Provide			
(MM/DD/YYYY)							Credit for Base			
Revision Number:	Starts With	_					Item If Not	Not-for-Credit	Effective Date	
Item Status:	Active Not Active Bot	lte			Title	For-Credit Statu	us Assigned	Status	(MM/DD/YYYY)	
Item Classification:	Starts With	······································	Rev 1 - 11/12/2020 01:45	5 PM US/East	ern) Testing	Substitute	Yes	~		
Online Settings:	Has online content				COBJ's					_
Delivery Methods:	Starts With	T								
Curricula:	Starts With V	T								
Course Owner:	Starts With 🗸	T								
Orders Enabled:	○ Yes ○ No ⑧ Both		C							
Add/Remove Criteria 🕄			Search	Reset						

12. Continue to <u>Revise the Content</u>.

Revise the Content

- 1. Make sure that the "DISP" content object in Knowledge Link is still attached to your item. If not, attach the original "DISP" content object to the item.
- 2. Log into Content Controller at https://upenn.contentcontroller.com/.
- 3. In the upper right, click **CONTENT**.

				· · · · · · · · · · · · · · · · · · ·		_		
	nt Controll	er		ACCOUNTS	CONTENT	REPORTS	¢ ~	
Your Content	Courses	Equivalents	Previews		Q		ADD	
Home						Showing Active	✓ Courses	

- 4. Navigate to the content.
- 5. Click the content name (not the checkbox), then click Usage.

Content Controller		ACCOUN	NTS	CONTENT	REPORTS	\$ ~
Your Content Courses Equivalents Previews				Q		ADD
Home > PMA Content > TEST CONTENT Showing	Active V	Courses	Cou	rse Details		⊗
□ TYPE NAME ~	DATE MOI	DIFIED	*	Test	Version	Deactivate
C E VAD for providers	2/24/23 1:2	21 PM	Detail	s		Edit
			VAD fo Create Modifi	or providers d ed	1/26/23 11:35 AM	
			Versio	ons		<
		В	Usage	e		~
			Accou In-Prog Total L	nts gress Learners .earners	2 374 5028	

6. If the number of accounts is greater than 1, then click the number to see which other accounts are using this content.

IMPORTANT: Contact the administrator in charge of the other account and let them know that revisions are being made. You may need to collaborate on decisions to reassign the learning.

Contact your local lead administrator if you are unsure who to contact or how to contact them.

Once you are ready to proceed with the revision, continue to the next step.

7. Near the top of the course details, click Version.



8. Choose the new content file, type a description of the changes, then click **Import Course**.

	Add New Version	
	Upload a SCORM 1.2 (.zip) course package.	
A	Choose Files No file chosen	
	Document what changed in this version for later reference.	2
В		\$
	Cancel Cancel	

Note that you MUST upload the same format as the original file (AICC, SCORM, etc.) If the new content is not the same format, you will need to upload the new content from scratch. (Use the steps in <u>Upload Content via</u> <u>Content Controller.</u>)

- 9. Once the import is complete, you will see a pop-up window offering to test the content. Proceed as follows:
 - A. Click **Test** to open the testing page.
 - B. Your course will open in a new window. Complete the course then close the course window.
 - C. After completion, the testing page MUST show both **COMPLETED** and **PASSED** as shown below. If either is missing, then the test was NOT successful. Check the publish settings in the publishing software and try again.
 - D. Click the back arrow (<) to return to the content page.



- 10. Once the content has been successfully tested, you can publish the content as follows:
 - A. Click the Versions section to open the versions panel.
 - B. Click the ellipsis (...) next to the version you want to publish.
 - C. Click Publish.

ersio	ons			\sim	
ID	Created	In- Progress	Total Learners		
3	2/24/23 11:40 AM	0	• B		Test
2	1/26/23 11:41 AM	0	1		Publish
1	1/26/23 11:35 AM	1	1		Deteile

- 11. If the content has been started by a user, but not finished, the system will give you two options. Choose the appropriate option:
 - **Restart**: force users to start from the beginning with the new content.
 - Maintain Progress: allow users to complete the course with the old content.

NOTE: Users who have already completed the course will not be required to retake it. If they take the course again (for retraining), they will see the new content.

Publish Course	
You may have learners in progree Should they be required to resta previous version? <u>Learn More</u>	rss. rt with this new version, or should they maintain their progress on the
Cancel	Restart Maintain Progress

12. Click **OK** to finish the content revision.

