How to Add Content to a Course

TRIAL INTERACTIVE

GlobalLearn v2.5

APPLICABLE TO:

- ● Admin
- ● Manager
- ● Instructor
- ○ Learner

- ● GlobalLearn

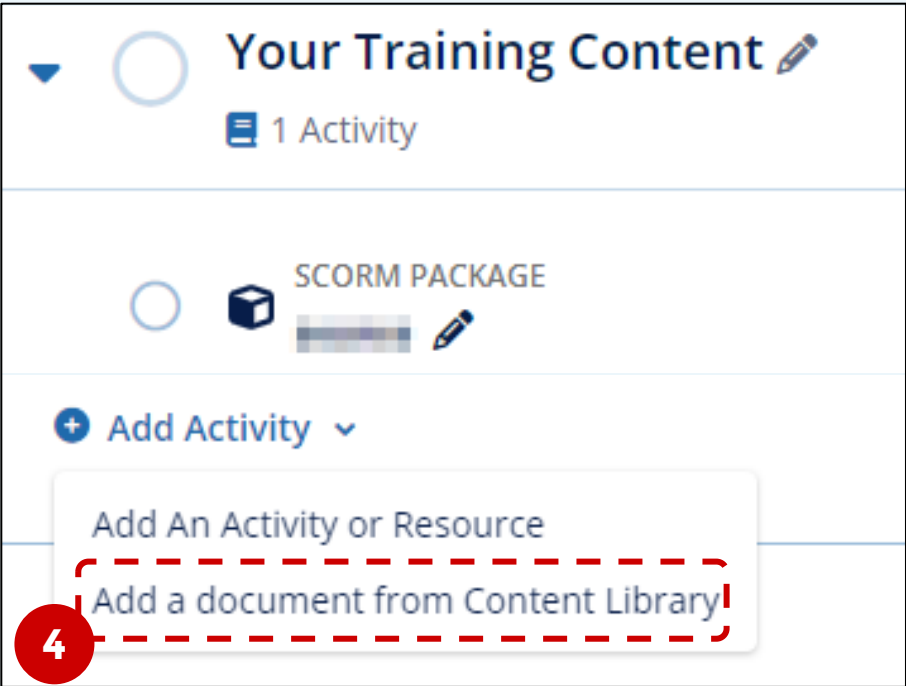**1** Log in to Global Learn and navigate to the **Course Management** page.

1

🎓 Course Management

✳ Manage Certificates

2 Enter a course <u>by clicking on its title</u>.

14 Courses

☐ Course Name ⌄

☐ ⓘ GCP Training

☐ ⓘ Certified Practicing Accountant
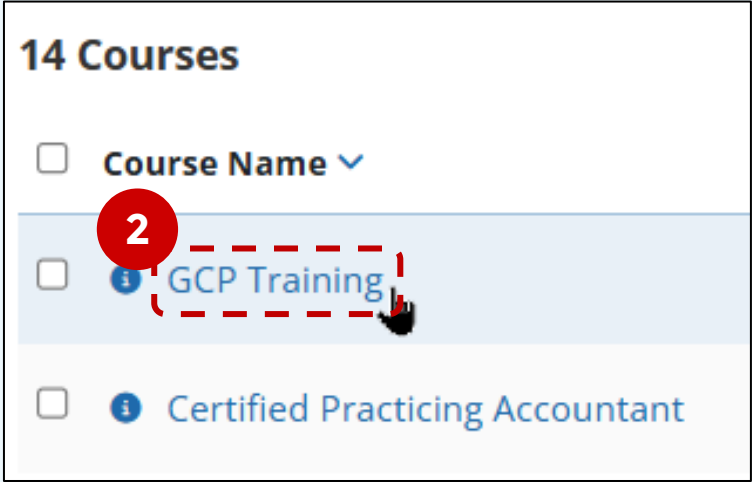
3 In the course content page, **enable** Editing (button at top-right of page).

3

Turn editing on   🇺🇸 English (en) ⌄
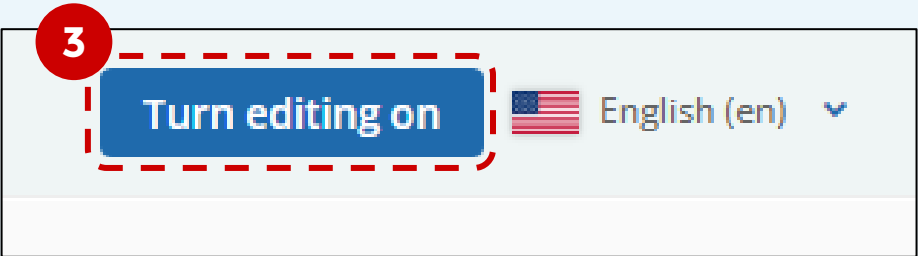
4 Any existing content will be displayed here.
Expand <u>Add Activity</u>, then click on **Add a document from the Content Library**.

▼ ○ **Your Training Content** ✏

📑 1 Activity

○ 📦 SCORM PACKAGE ✏

➕ **Add Activity** ⌄

Add An Activity or Resource

Add a document from Content Library

4

TRANSPERFECT
LIFE SCIENCES

5 Type or click in the **dropdown** to choose the content you want to add. The Content Library supports SCORM, Documents, and Video files.
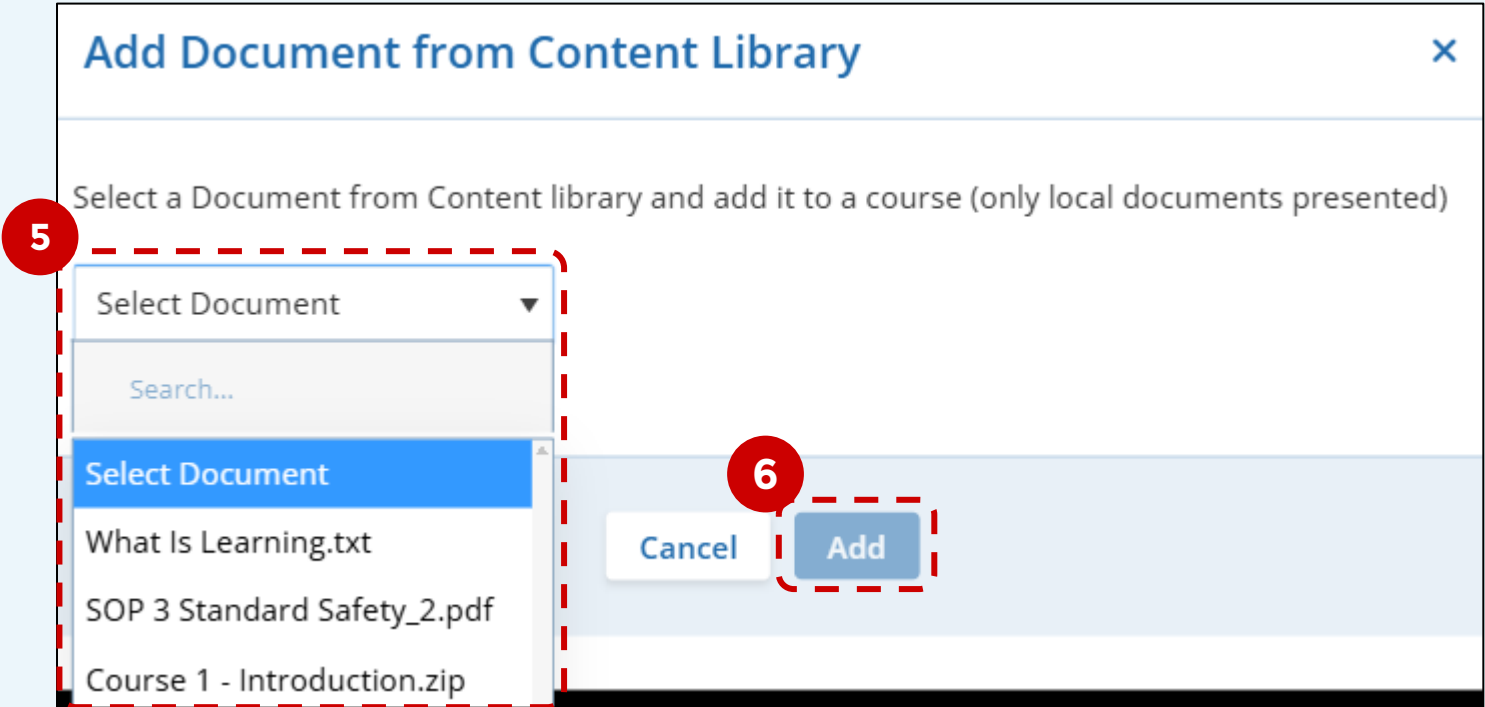
6 Click on **Add** to confirm. You may repeat the process if you need to include multiple pieces of content.

Before you leave, consider setting Access Restriction and Completion criteria for the content you just added.