

How to Add a File to a Course Shell

To create your own courses on the WLC, you'll need to email learning@wellsky.com and ask them to release however many course shells you need to build your own courses. The support desk will reply letting you know when the shells have been created and their titles.

BEFORE MOVING FORWARD WITH THESE INSTRUCTIONS, PLEASE MAKE SURE YOU'VE COMPLETED THE COURSE SHELL REQUEST DISCUSSED ABOVE AND THE STEPS OUTLINED IN THE *HOW TO PERSONALIZE A COURSE SHELL HANDOUT*. You can then move forward with the below instructions once those steps have been completed.

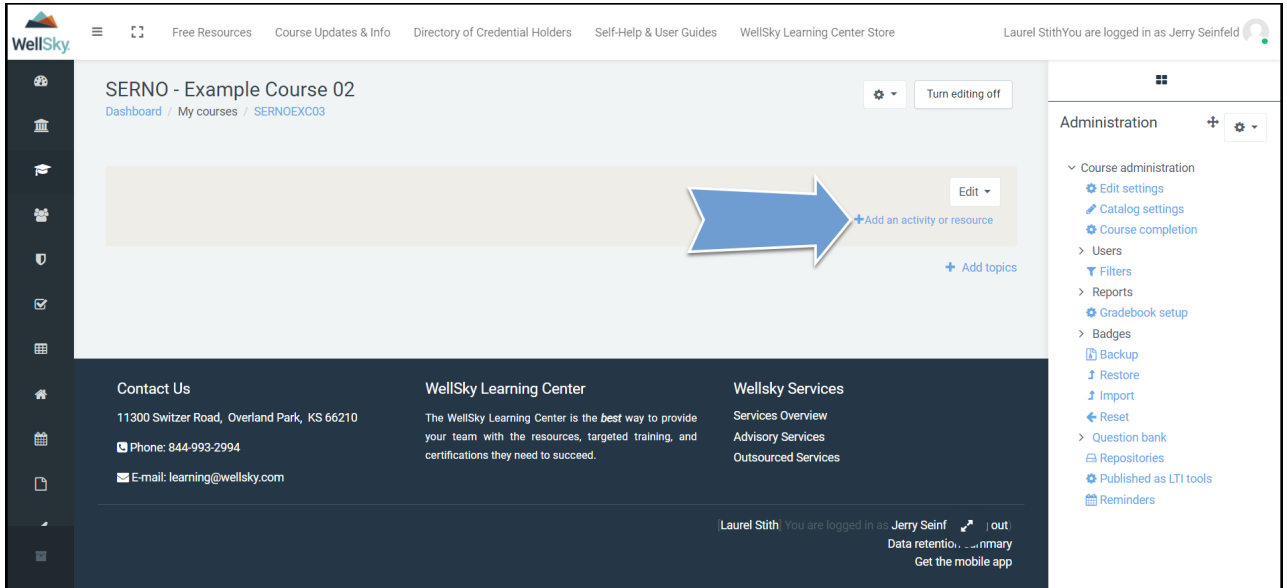
In this handout, we'll cover how to add a file, which includes MP4s.

- 1) Click *Add an activity or resource*.
- 2) Click the *File* tile.
- 3) Give your file a name.
- 4) Give your file a brief description.
- 5) Drag and drop your file(s) into the upload box.
- 6) Under the *Activity completion* section, change the *Completion tracking* field to *Show activity as complete when conditions are met*.
- 7) Click the checkbox next to *Student must view this activity to complete it*.
- 8) Click the option to *Save and return to course*.
- 9) If this is the only item you want to add to your course, click the button to *Turn editing off*.
- 10) You are now ready to enroll your users.

The next few pages show the above instructions along with screenshots showing where to click in each step.

How to Add a File to a Course Shell (Screenshot Instructions)

- 1) Click *Add an activity or resource*.

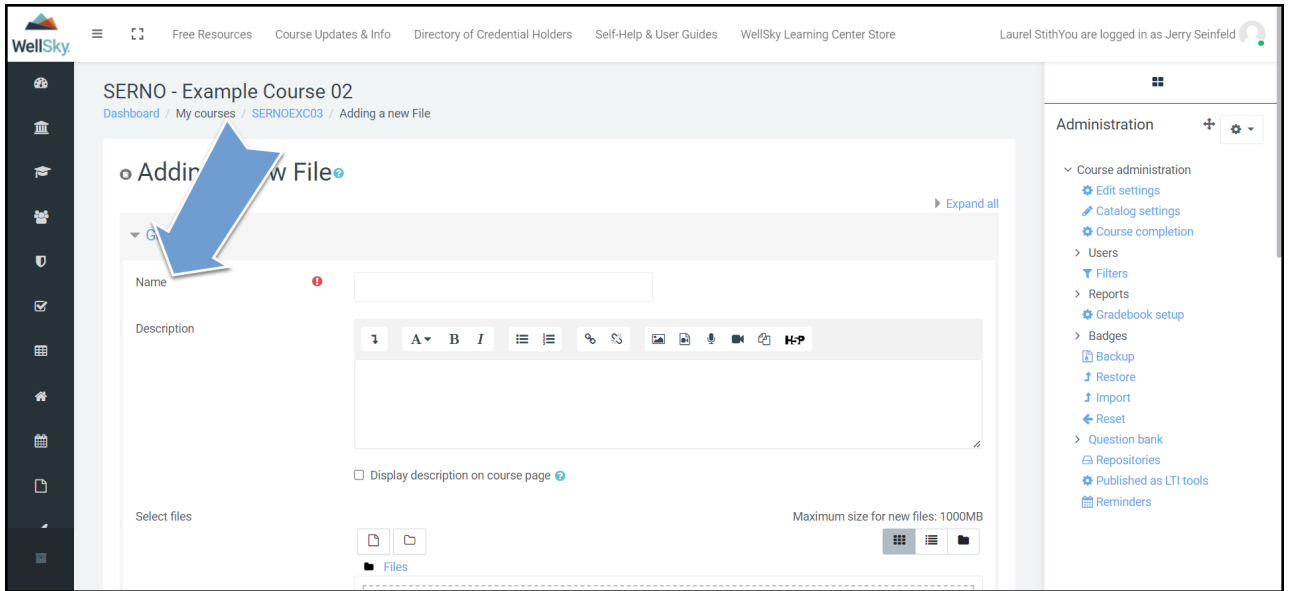


2) Click the *File* tile.

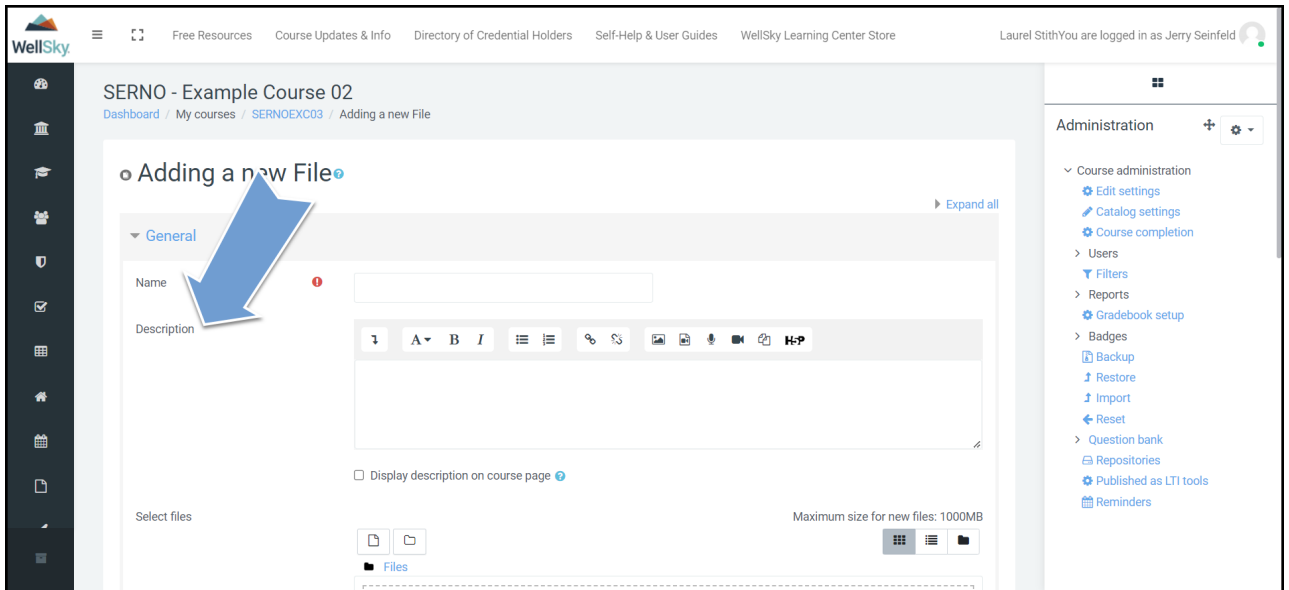
The screenshot shows a window titled "Add an activity or resource" with a search bar at the top. Below the search bar are tabs for "Starred", "All", "Activities", and "Resources". The main area contains a grid of activity tiles. A large blue arrow points to the "File" tile in the second row, fourth column. The tiles are arranged as follows:

Starred	All	Activities	Resources		
Assignment	Book	Chat	Choice	Database	
Edwiser Form	External tool	Feedback	File	Folder	Forum
Glossary	H5P	IMS content package	Label	Lesson	Page
Questionnaire	Quiz	SCORM package	Survey	URL	Wiki
Workshop					

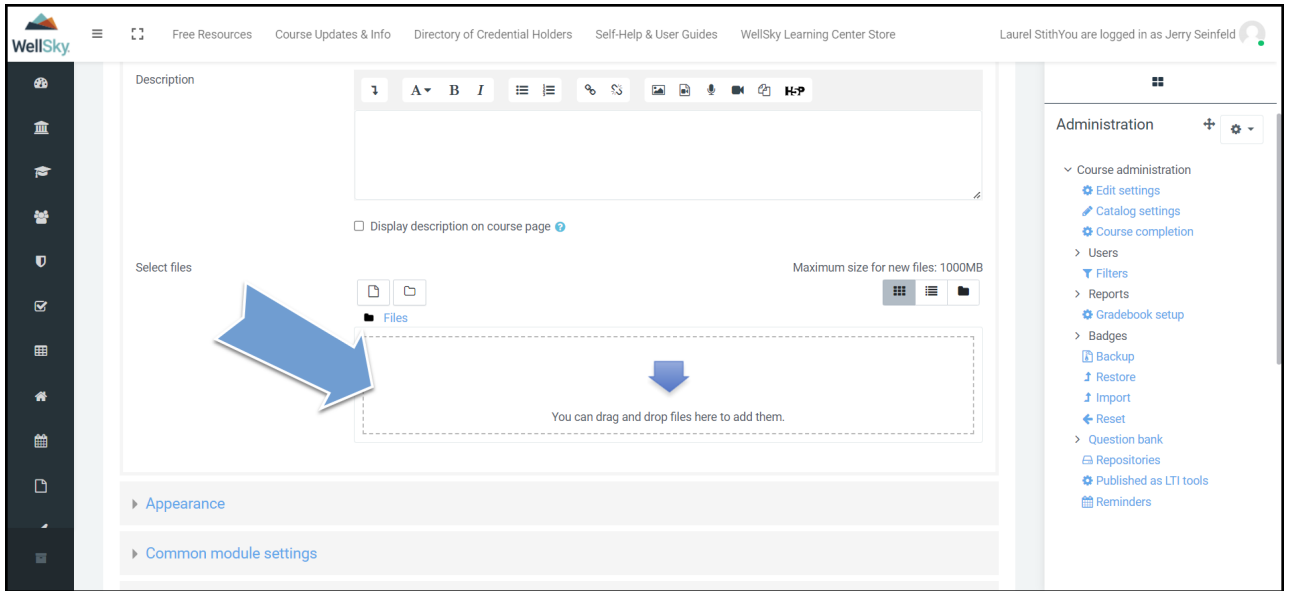
3) Give your file a name.



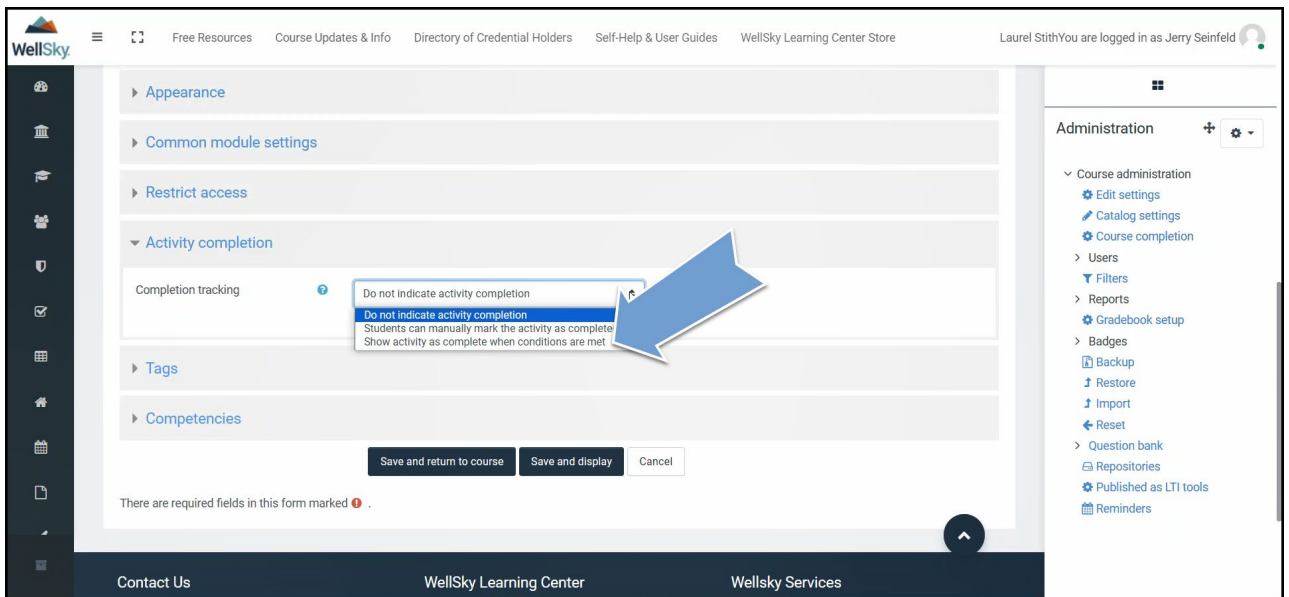
4) Give your file a brief description.



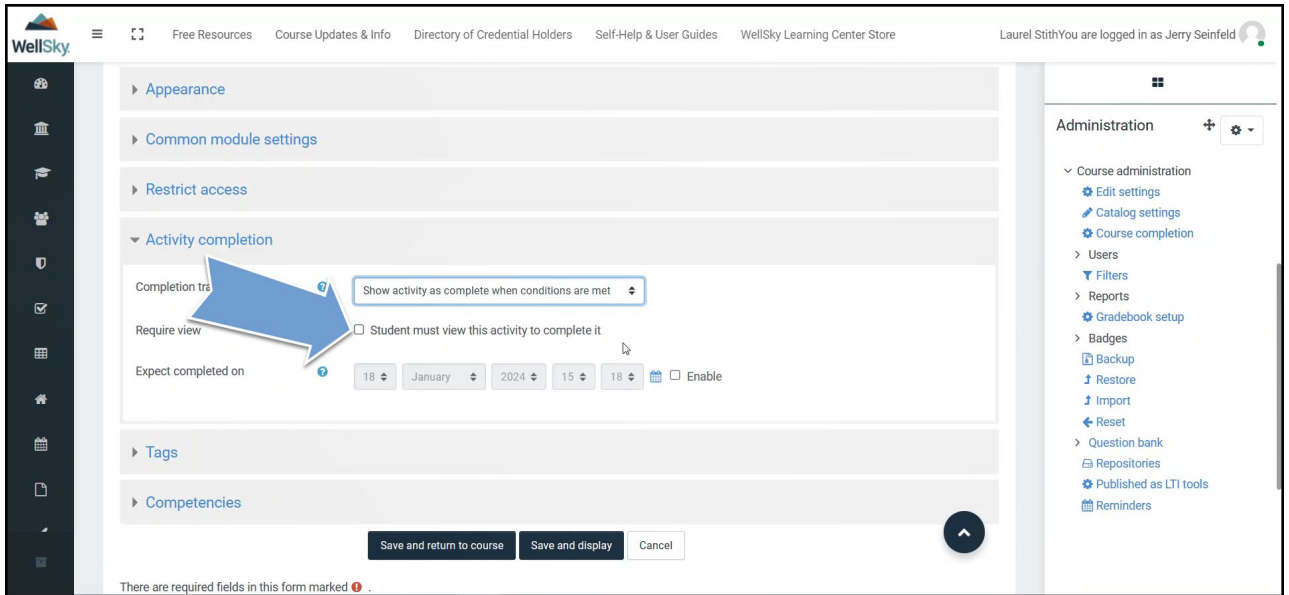
5) Drag and drop your file(s) into the upload box.



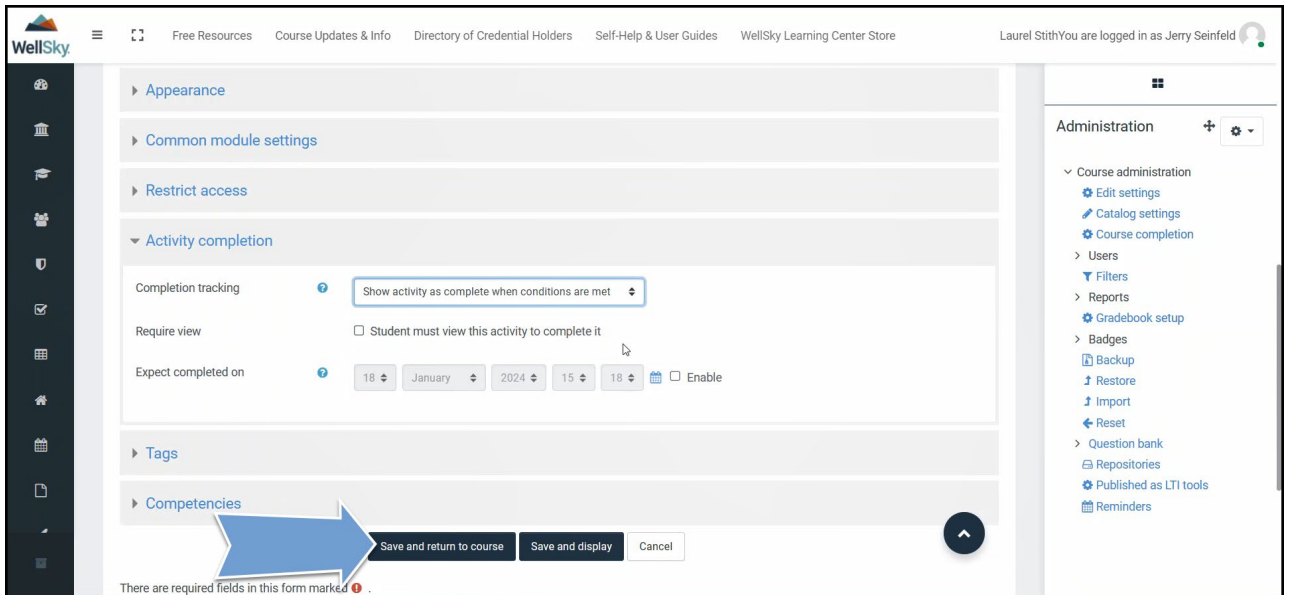
6) Under *Activity completion* section, change the *Completion tracking* field to *Show activity as complete when conditions are met*.



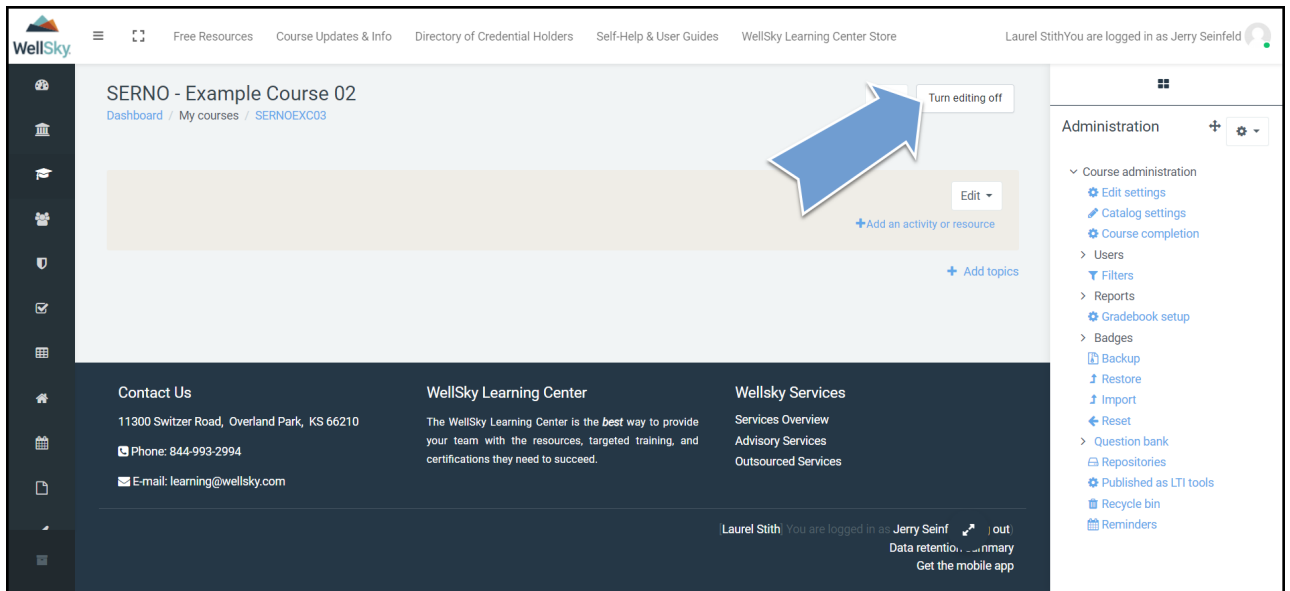
7) Click the checkbox next to *Student must view this activity to complete it*.



8) Click the option to *Save and return to course*.



9) If this is the only item you want to add to your course, click the button to *Turn editing off*.



10) You are now ready to enroll your users.