How to Add a File to a Course Shell

To create your own courses on the WLC, you'll need to email <u>learning@wellsky.com</u> 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.

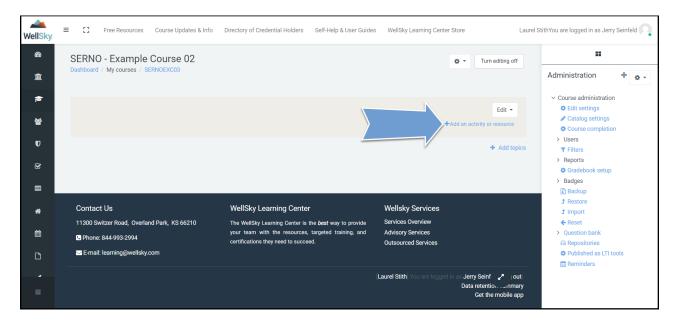
In this handout, we'll cover how to add a file, which includes MP4s.

- 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.



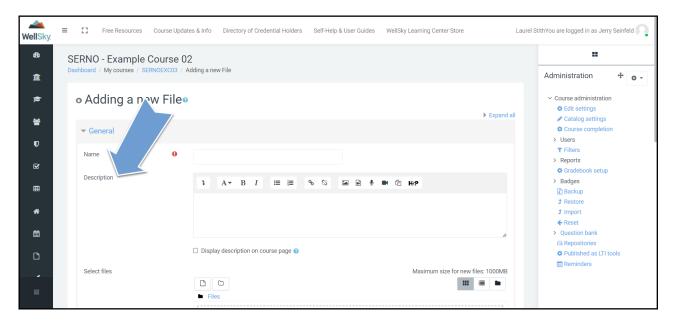
2) Click the *File* tile.

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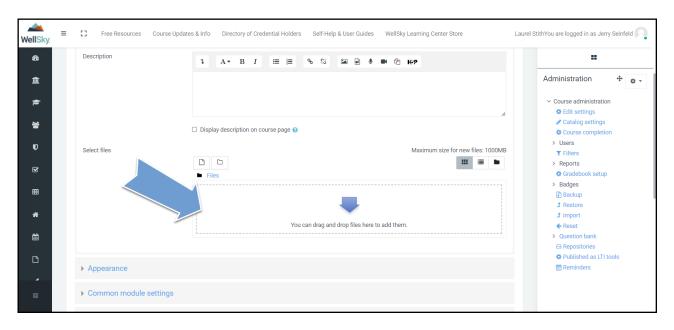
3) Give your file a name.

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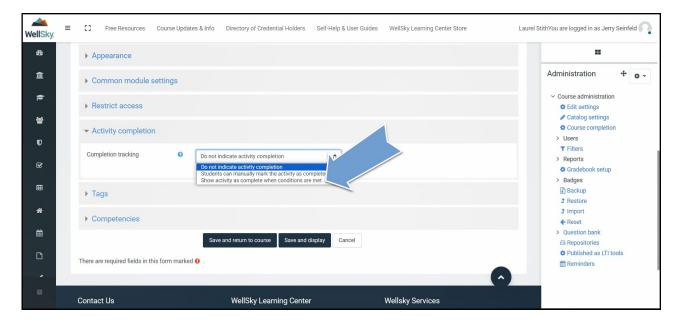
4) Give your file a brief description.



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.



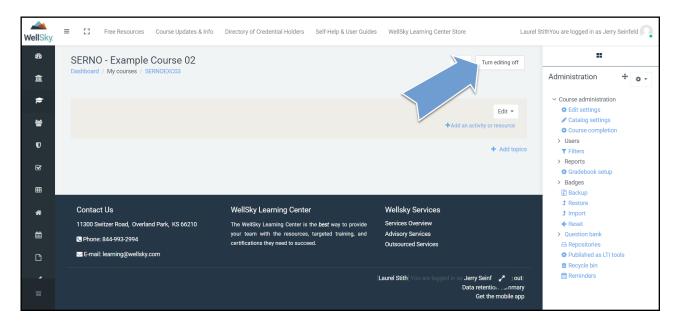
7) Click the checkbox next to *Student must view this activity to complete it*.

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

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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.