Process for Adding Content, Creating a course and Attaching Content

Please use the link bellow and follow along.

Exampleo Link:sabacloud.com/

ME PEOPLE GROUPS ADMIN	Browse	Learning Catalog • Search	۹ 🛛
	Personalize For: Me	×	Personalize Enable Portlets
My Plan Completed Learning Online Desk Re	ference Privacy Statement Contact Us	Help	Edit system canves
		Announcements Commun Learning &	ications Development

Click on the "ADMIN" tab.

dmin Home People HR Social Instructor Learning Marketplace System A	nalytics
eicome	
People Admin Manages user profiles, including viewing held skills and other activity.	HR Admin Manages core HR processes and defines organizations, skills, jobs and roles.
Go to 👻 More actions 👻	Go to + More actions +
Social Admin Overall moderator for groups, blogs, ideas and all user generated content.	Learning Admin Manages the learning setup and process. Includes registrar role.
Go to 👻 More actions 👻	Go to 👻 More actions 👻
System Admin Manages the configuration aspects of the system, integrations and OpenSocial apps.	Analytics Admin Manages configuration of Analytics; authoring, execution and scheduling of reports and dashboards.
Go to More actions	

Click on the "Learning Admin" button.



Click on "Manage Content" on the left hand side of the screen. Manage Content is highlighted

A ME PEOPLE GRO	UPS ADMIN Browse Learning Catalog
Admin Home People HF	R Social Instructor Learning Marketplace System Analytics
Learning Home Manage Learning Catalog Manage Classes	Content Library
Manage Categories Learning Requests Manage E-Commerce	Browse Search
Manage Resources Purchase Orders Continuing Education	Production Repository New Sub Folder Item Actions Production Remove From Interest List My Interest List
Manage Assessment Manage Content Content Library Content Player	Contents i 002019 No items found i 25583-2 No items found
Content Vendors Saba Publisher	In B DEVELOPMENT
Monitor Content Completion Registrar Desktop	EVALUATIONS
	I ■ Percenta I ■ Assessments
	CAPAC
	Luna success and free

Create a folder for your content. First navigate to where you want your folder to be located. In the example above, the "**Captivate Test"** folder is selected.

ME PEOPLE GRO	DUPS ADMIN			Browse	Learning	Catalog • Search	
Admin Home People H	R Social Instructor Learning Marketplace	System A	nalytics				
Learning Home Manage Learning Catalog	Content Library					9	
Manage Categories Learning Requests	Browse Search					10	
Manage E-Commerce Manage Resources	Production Repository		New Sub Folder				
Purchase Orders Continuing Education	tem B Production	Actions	Edit Folder	.ist[My Interest	List		
Manage Assessment Manage Content	1 002019		Contents			Import	
Content Ubcary Content Player	······ 25583-2		Name	Version	Format	Actions	
Content Vendors Saba Publisher	Assessments						
Manage Content Completion Monitor Content Communic							
Registrar Desktop	E FLD						
	- E Assessments						
	S. CAPAC						
	🗆 🖂 Captivate Test	×					
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	E.C.						

Click on the "**New Sub Folder**" button.



Fill in the "Name" field. You can create the name you want..

In the example above, "Captivate Testing 2017 Content 2" was chosen for the folder name. Click on the "Save" button.

ME PEOPLE GRO	ADMIN			Browse	Learning	Catalog
Admin Home People H	R Social Instructor Learning Marketplace	System	Analytics			
Learning Home Manage Learning Catalog	Content Library					e
Manage Classes Manage Categories Learning Requests	Browse Search					
Manage E-Commerce Manage Resources Purchase Orders	Production Repository		New Sub Folder			
Continuing Education	Item	Actions	Add To Interest L	.ist My Interest L	Jist	
Manage Assessment	E Production		Contents			Impo
Manage Content	······ 002019		Name	Maralan	Format	Actions
Content Library Content Player	· 25583-2		wame	Version	Format	Actions
Content Vendors	Assessments					
Saba Publisher	-B DEVELOPMENT					
Manage Content Completion						
Registrar Desktop	i- 🗑 FLD					
	- Assessments					
	- CAPAC					
	- E Captivate Test	×				
	I Caston Statis Inc. 1 (1971)					
	Territorian Territoria					
	Captivate Testing 2017 Content 2					
	1					

Click on the "Captivate Testing 2017 Content 2" Folder.

者 ME PEOPLE GRO	DUPS ADMIN	Browse Learning Catalog
Admin Home People H	R Social Instructor Learning Marketplace System Analytics	
Learning Home Manage Learning Catalog	Content Library	(e)]
Manage Classes Manage Categories Learning Requests	Browse Search	
Manage E-Commerce Manage Resources	Production Repository	w Sub Folder
Continuing Education Manage Assessment	Item Actions Actions	d To Interest List My Interest List ents Import
Manage Content Content Library	002019 No ite	ems found
Content Player Content Vendors	Assessments	
Saba Publisher Manage Content Completion		
Monitor Content Communic Registrar Desktop	····	
	it. 🖬 💏 👘	
	→ Assessments	
	i- E Captivate Test	
	Loss Capitales (CORE Transp.) (5-2017	
	i Cantivate Testing 2017 Content 2	

Click on the **"Import**" button.



Fill in the:

- Name: Captivate Deployed Testing Import Content 2
- Security Domain:
- Content Format: Deployed SCORM
- Player Template: Captivate(S:1134x710) or FMCC Flash (S:1024x725)
- Content Type: Learning Objects

Click "Next" to continue.

Hi, Bra

A ME PEOPLE GR	OUPS ADMIN					Browse	Learning Catalog	• Sea
Admin Home People	IR Social Instructor	Learning Ecommer	e Marketplace	System	Analytics			
Learning Home Manage Learning Catalog Manage Classes	Import Conten (Deployed SC	it: Captivate Do ORM)	eployed Tes	sting Ir	nport C	ontent	2 @	
Manage Categories Learning Requests Manage Ecommerce		1.Content Details	>> 2.Import Co	ntent			requ	* = ired
Manage Resources Purchase Orders Continuing Education Manage Assessment	Manifest File URL Manifest Access URL Browse Manifest File	http://						
Manage Content	Browse	Choose File	imsmanifest.xml					
Content Library Content Player Content Vendors Saba Publisher	Deployed SCORM URL(http/https)	The second			<- Previous	Import		
Manage Content Completion Monitor Content Communica								
Registrar Desktop								

Select the radio button "Browse Manifest File"

Browse for your imsmanifest.xml file and select it.

Enter your link into the Deployed SCORM URL (http/https) field:

This will only be used when you are creating courses in QA. You do not do this in Production. The files

for Proction will uploaded to the Ford SABA server.

Click "Import"



Click "Preview Content"



Click on the "**OK**" button.

Ensure that your content is appropriate and it launches correctly. If not, review your course settings in SABA to ensure your path and launch options are correct.



Exit out of your preview.



Return to your original content import page, in this case "Content Inventory Details: Captivate Deployed Testing Import Content 2 (Deployed SCORM)" page and click on the "**Return to Repository**" button.



We have completed importing our content using the URL.

Next, we will add a new course.



Click on the "ADMIN" button

ME PEOPLE GROUPS ADMIN	Browse Learning Catalog • Search Q
Admin Home People HR Social Instructor Learning Marketplace System Ana	lytics
lelcome	
People Admin Manages user profiles, including viewing held skills and other activity.	HR Admin Manages core HR processes and defines organizations, skills, jobs and roles.
Go to 👻 More actions 👻	Go to ▼ More actions ▼
Social Admin Overall moderator for groups, blogs, ideas and all user generated content.	Learning Admin Manages the learning setup and process. Includes registrar role.
Go to 👻 More actions 👻	Go to 👻 More actions 👻
System Admin Manages the configuration aspects of the system, integrations and OpenSocial apps.	Analytics Admin Manages configuration of Analytics; authoring, execution and scheduling of reports and dashboards.
Go to 👻 More actions 👻	

Click on the "Learning Admin" button.



Click on "Manage Learning Catalog" on the left hand side of the screen

or me people gro	UPS ADMIN B	rowse Learning Catalog 🔻 Se
Admin Home People HF	Social Instructor Learning Marketplace System Analytics	
Learning Home	Learning Catalog	٥
Manage Learning Catalog		
Learning Catalog	Title Available From <=	
Audience Types	Discontinued From >= Version	
Certificates of Completion	Id Learning Event Type All	
Delivery Types	to contain a contract for a second se	
Price Lists	You have a saved query.	
Session Templates	Configure Save Search Query Reset Saved Query	Search
Tasks		
Checklists	Catalog Search	New Catalog Item
Discontinued Course Errors		
Manage Classes		
Manage Categories		
Learning Requests		
Manage E-Commerce		
Manage Resources		
Purchase Orders		
Continuing Education		
Manage Assessment		
Manage Content		
Manage Content Completion		
Monitor Content Communica		
Registrar Desktop		

Click on the "New Catalog Item" button.



Click on the "New Course" button.

A ME PEOPLE GROU	PS ADMIN		Browse Learning Catalog 🝷 Se
Admin Home People HR	Social Instructor Learning	Marketplace System Analytics	
	No		-
Learning Home	New Course		6
Manage Learning Catalog			* = required
Learning Catalog			
Audience Types	Course Image		
Certificates of Completion		Browse	
Delivery Types			
Price Lists			
Session Templates			
Lasks			
Checklists	Course Details		
Discontinued Course Errors	Course Details	0	
Manage Classes	l itie*	Captivate Testing 2017 Catalog 2	
Manage Categories	Course ID*		
Learning Requests	Version		
Manage E-Commerce	Domain*	<u> </u>	
Manage Resources	NOT shown to learner - Abstract		~
Purchase Orders	Field		Ũ
Continuing Education		L Character Limit : 1000	
Manage Assessment	Who Should Enroll, Description	Who wants to learn how to put content	
Manage Content	and Objectives*	into SABA.	
Manage Content Completion		I Character Limit : 5000	
Monitor Content Communica		Remaining character count: 4952	
Registrar Desktop	Create group	Selecting this option will not allow class level group of	preation.
	Is Sensitive		
	Hide Score	Select this checkbox to hide the transcript score on o	course completion.
	Show Web 2.0 functions	Select this checkbox to show the Web 2.0 functions. functionality under the Catalog service is enabled.	This will only work when the Web 2.0
	Show custom fields during registration	Select this checkbox to show custom fields during re managers, this field is applicable only if the corresponding enabled by the system administrator. For administrators setting.	gistration. For learners and ng setting under Orders service is , the field is independent of the
	Show custom fields during	Select this checkbox to show custom fields during ca managers, this field is applicable only if the corresponding the corresponding to the corresponding	ancellation. For learners and no setting under Orders service is

Fill in the:

- Title
- Course ID
- Domain
- Who Should Enroll Description and Objectives: Could be HTML formatted?

Link to new Course ID number naming conventions

Scroll down the page

	sotting		
Show custom fields during cancellation	Securry. Select this checkbox to show custom fields during cancellation. For learners and managers, this field is applicable only if the corresponding setting under Orders service is enabled by the system administrator.		
Target Days	0		
Expiration and Re-acquisition	n 📄		
Select this option if the course expiration. Note: This setting cannot be c	must expire after a specified duration and learners need to take the course again before hanged once the course is saved. Courses with expiry are not available in E-Commerce.		
Pricing Information			
Currency	US Dollars		
Price	0.00		
Multi-Currency Pricing	U.UU This Course is available only in the currency selected above. This Course is available in the currency selected above and default currency, US Dollars. This Course is available in all the active currencies in the system. Note: Prices are only calculated for currencies that have exchange rates defined in the system.		
	calculated for currencies that have exchange rates defined in the system.		
Availability Information Available From*	calculated for currencies that have exchange rates defined in the system.		
Availability Information Available From*	20-JAN-2017		
Availability Information Available From* Discontinued From Date*	20-JAN-2017		
Availability Information Available From* Discontinued From Date* Display for Call Center	calculated for currencies that have exchange rates defined in the system.		
Availability Information Available From* Discontinued From Date* Display for Call Center Display for Learner	calculated for currencies that have exchange rates defined in the system.		
Availability Information Available From* Discontinued From Date* Display for Call Center Display for Learner Consumable only within Certification/Curriculum	calculated for currencies that have exchange rates defined in the system.		

Fill in the:

- Available From
- Discontinued From Date
- Check the box for "Display for Learner"

Scroll down the page

Min Count-	0		
Max Count*	9999999		
Waitlist Max*	2		
Vendor		6	
Subject Matter Expert		6	
L&D Contact		ć	
Other Information			
Curriculum Specialist CDSID*	No. of Concession, Name		
Owning Skill Team*	Page 1 and	T .	
Supplier Price			
Inst. Payment Category	-Select One-		•
Curriculum Support Specialist CDSID			
Instructional System Designer			
00000			
Europe Contact CDSID			
Europe Contact CDSID Sponsoring Organization			
Europe Contact CDSID Sponsoring Organization Product Code (required for Saba Billing)			
Europe Contact CDSID Sponsoring Organization Product Code (required for Saba Billing) Operations Location (required for Saba Billing)			

Fill in the:

- Min Count*Min Count: (0)
- Max Count*Max Count: (99999)
- Waitlist Max: (2)
- Curriculum Specialist CDSID*Curriculum Specialist CDSID
- Owning Skill Team Let's give them the options for the various global locations here

Click on the "Save" button.

Next, we will add a Delivery Type.

A ME PEOPLE GROL	JPS ADMIN	Browse Learning Catalog
Admin Home People HR	Social Instructo	r Learning Marketplace System Analytics
Learning Home	Course Deta	ails: Captivate Testing 2017 Catalog 2, 🔤 🔤 🔤 🗎
Manage Learning Catalog		* = required
Learning Catalog		
Audience Types	Main Activities	s Related Info Policies Delivery Types Notifications
Certificates of Completion		
Delivery Types		
Price Lists		
Session Templates	Course Image	Brause
Tasks		Drowse
Checklists		
Discontinued Course Errors		
Manage Classes		
Manage Categories		
Learning Requests	Course Details	
Manage E-Commerce	Title*	Captivate Testing 2017 Catalog 2
Manage Resources	Course ID*	
Purchase Orders	Version	
Continuing Education	Version	
Manage Assessment	Domain*	
Manage Content	NOT shown to	^
Manage Content Completion	Abstract Field	✓
Monitor Content Communica		Character Limit : 1000
Registrar Desktop	Who Should Enroll,	Who wants to learn how to put content
	Description and Objectives*	
	Orgets	Character Limit : 5000
	Create group	Selecting this option will not allow class level group creation.
	Is Sensitive	
	Hide Score	Select this checkbox to hide the transcript score on course completion.
	Show Web 2.0	Select this checkbox to show the Web 2.0 functions. This will only work when the Web 2.0 functionality

Click on the "Delivery Types" tab.

👬 ME PEOPLE GRO	JPS ADMIN	Browse Learning Catalog •
Admin Home People HR	Social Instructor Learning Marketplace System Analytics	
Learning Home	Course Details: Captivate Testing 2017 Catalog 2,	elenen 🕢 😌 🖪 🗒
Manage Learning Catalog		* = required
Learning Catalog	Main Activities Related Info Policies Delivery Types Notifications	
Audience Types		
Certificates of Completion		
Delivery Types	Delivery Types Add Del	livery Type
Price Lists	No items found	
Session Templates		
Tasks		
Checklists		
Discontinued Course Errors		
Manage Classes		
Manage Categories		
Learning Requests		
Manage E-Commerce		
Manage Resources		
Purchase Orders		
Continuing Education		
Manage Assessment		
Manage Content		
Manage Content Completion		
Monitor Content Communica		
Registrar Desktop		

Click on the "Add Delivery Type" button.



Select "Web Based Training" and click the "Next" button.

aba - Internet Explorer prov	ided by Ford Motor Company]
ttps://fordtest.sabacloud.com/S	aba/Web_wdk/SPCTNT445SiteAdmin/learning/learningoffering/delivery/deliveryModeDe	tailPopup.rdf	1
New Web Based	Training Delivery Mode : Captivate Testing	6	
2017 Catalog 2,	00121838		
		required	
1	Select Delivery Type 2.Define Details		
Delivery Mode Information	1		
Title	Captivate Testing 2017 Catalog 2		
ID* O	10 C 10 M		
Domain*			
Description	Captivate Testing 2017 Catalog 2		
	L Character Limit : 255 Remaining character count: 223		
Course Description	Who wants to learn how to put content into SABA.		
Duration (HH:MM)*	01:00 ×		

Fill in the:

- ID
- Domain
- Duration

Scroll down the page

aba - Internet Explorer provid https://fordtest.sabacloud.com/Sal	1ed by Ford Motor Company ba/Web_wdk/SPCTNT445SiteAdmin/learning/learningoffering/delivery/deliveryModeDetailF	Popup.rdf
Pricing Information		
Currency	US Dollars	
Base Price	0.00 (Inherited from Course)	
Delivery Price		
Multi-Currency Pricing	 This Delivery Mode is available only in inherited currencies and currency selected above. OThis Delivery Mode is available in inherited currencies, the currency selected above and default currency, US Dollars. OThis Delivery Mode is available in all the active currencies in the system. Note: Prices are only calculated for currencies that have exchange rates defined in the system. 	
Registration Information		
Customer Service Represent	tative	

Scroll down the page

Registration Information		
Vendor	<u> </u>	
Customer Service Representative	<u> </u>	
Availability Information Available From	20-JAN-2017	
Discontinued From	01-APR-2020	
Display for Call Center		
Display for Learner		

Make sure your dates are correct. Let's review the date guidelines in this area. Click on the "Finish" button.

Next, we will add a New Class.

ME PEOPLE GROU	IPS ADMIN Browse	Learning Catalog 🔹
Admin Home People HR	Social Instructor Learning Marketplace System Analytics	
Learning Home	Course Details: Captivate Testing 2017 Catalog 2,	🕒 🌖 🗓 🗒
Manage Learning Catalog		* = required
Learning Catalog	Main Activities Related Info Policies Delivery Types Notifications	_
Audience Types		
Certificates of Completion		
Delivery Types	Delivery Types Add Delivery Type Print Export	t
Price Lists	Delivery Types New Class	
Session Templates	Delivery Mode Details: Web Based Training New Web Based Training Class	
Tasks		
Checklists		
Discontinued Course Errors		
Vanage Classes		
Manage Categories		
earning Requests		
lanage E-Commerce		
lanage Resources		
Purchase Orders		
Continuing Education		
Anage Assessment		
lanage Content		
Manage Content Completion		
Monitor Content Communica		
Registrar Desktop		

When you create a delivery type you also need to create the class. Click on the "**New Web Based Training Class**" button.

者 ME PEOPLE GRO	UPS ADMIN		Browse	Learning Catalog 👻 Se
Admin Home People HR	R Social Instructor Learning	j Marketplace System Analytics		
Learning Home	New Web-Based Cla	ass		6
Manage Learning Catalog				* = required
Learning Catalog	1.Select Delivery Type	2.Define Course		
Audience Types				
Certificates of Completion				
Delivery Types				
Price Lists	Class Details			
Session Templates	Name	Captivate Testing 2017 Catalog 2		
Tasks	Course ID	00121638		
Checklists	Class ID	00200+07		
Discontinued Course Errors	Domain*			
Manage Classes	Domain			
Manage Categories	Description and Objectives		^	
Learning Requests		Oberestes Limite 2000	\sim	
Manage E-Commerce	Oranta mayo far alana			
Manage Resources	Create group for class			
Purchase Orders				
Continuing Education	Course Description	Who wants to learn how to put content into SABA.		
Manage Assessment	Delivery Mode Description	Captivate Testing 2017 Catalog 2		
Manage Content				
Manage Content Completion				
Monitor Content Communica				
Registrar Desktop	Scheduling Details			
5 .	Language*			
	Duration (HH:MM)*	01:00		
	Pricing Information			
	Base Price	0.00 (Inherited from Course)		
	Currency	US Dollars		

Fill in the "Language" field by clicking on the Language button on the right side next to the text box.

Name		
Configure Save Search	Query Search	
Languages	Print E	Export Modify Table
Select Name		
English		

Select "English"

A ME PEOPLE GROU	UPS ADMIN		Browse	Learning Catalog 🔻 Sear
Admin Home People HR	Social Instructor Learning	Marketplace System Analytics		
Learning Home	New Web-Based Cla	155		•
Manage Learning Catalog				* = required
Learning Catalog	1.Select Delivery Type	2.Define Course		
Audience Types				
Certificates of Completion				
Delivery Types				
Price Lists	Class Details			
Session Templates	Name	Captivate Testing 2017 Catalog 2		
Tasks	Course ID	60121636		
Checklists	Class ID	00200+87		
Discontinued Course Errors	Domain*			
Manage Classes	Domain			
Manage Categories	Description and Objectives		^	
Learning Requests		Oberestes Limit - 2000	\sim	
Manage E-Commerce	Create group for algoe			
Manage Resources	Create group for class			
Purchase Orders				
Continuing Education	Course Description	Who wants to learn how to put content into SABA.		
Manage Assessment	Delivery Mode Description	Captivate Testing 2017 Catalog 2		
Manage Content				
Manage Content Completion				
Monitor Content Communica	Debeduline Detaile			
Registrar Desktop	Scheduling Details			
	Language*	English		
	Duration (HH:MM)*	01:00		
	Pricing Information			
	Base Price	0.00 (Inherited from Course)		
	Currency	US Dollars		

Fill in the Duration text box: 01:00

Class Price		
Multi-Currency Pricing	This Class is available only in inherited currencies and currency	
	OThis Class is available in inherited currencies, the currency	
	selected above and default currency, US Dollars.	
	Note: Prices are only calculated for currencies that have exchange	
	rates defined in the system.	
Registration Information		
Allow Drop	Yes, this class can be dropped anytime after registration No. this class cannot be dropped hours after registration	
	ONo, this class cannot be dropped after registration	
Availability Information		
Available From*	20-JAN-2017	
Discontinued From	01-APR-2020	
Display for Call Center		
Display for Learner		
Trigger after Order Date (days)		
Trigger after Completion Date (days)		
Other Information		
Fin. Product Code		
Curriculum Mgr.		
	Finish	Cance

Make sure your dates are correct and click the "Finish" buttons

Nest, we will add and Activity.



This Deeplink is for you to provide to the client. This is so they can view the site. Give them the Class Deeplink URL that displays in your Activities tab. Do not send them the link that you have when you use the Deeplink because it will create a different URL address according to your CSID.

Click on the "Activities" tab.

A ME PEOPLE GRO	IPS ADMIN Browse Learning Catalog - Search
Admin Home People HR	Social Instructor Learning Marketplace System Analytics
Learning Home Manage Learning Catalog Manage Classes	Web Based Training Class Details: Captivate Testing 2017 Catalog
Classes Manage Categories Learning Requests Manage E-Commerce	Main Activities Expenses Related Info Policies Notifications
Manage Resources Purchase Orders Continuing Education	Activities Add activities that learners can use to complete this class. Learners must complete all required activities and the number of optional tasks specified below. You can also suggest the sequence in which the activities must be completed.
Manage Content Manage Content Completion Monitor Content Communica	Save and Publish these changes after you are done. Save and Publish Optional Tasks to Complete 0
Registrar Desktop	Activities Add Activities Change Status
	No items found
	Activity Sequencing NOTE: Activity sequencing option is applicable for all existing and new registrations.
	 Suggested - learner need not complete previous activity before attempting the next activity in the sequence. Enforced - learner must complete (successfully or unsuccessfully) the previous activity before attempting the next activity in the sequence. Enforced with successful completion - learner must complete the previous activity successfully before attempting the next activity in the sequence.
	Resources Add persons required for this class.

Click on the "Add Activities" button.

Admin Home People H	R Social Instructor	Learning	Markelplace	System A	wytics		
xaming Home Aanage Learning Catalog Aanage Classes	Web Based 1 2,	Fraining C	lass Deta	ails: Cap	otivate Te	sting 2017 Cata	ilog 📓
Christia fanage Categories earring Requests facana E. Contenenta	Main Activities	Expenses	Related Info	Polcas	Nutrications		
anage Resources Inchase Orders Intinuing Education anage Assessment Image Content	Activities Add activities that let You can also sugget Any changes made t save and publish the Save and Publish	amers can use ti it the sequence i to activities are n te changes afte	o complete this o n which the activ of made availabl r you are done.	lass. Learner rbes must be to learner n	i must complete a completed. Igistrations and/o	al required activities and th r completed courses autor	e number of optional lasks specified belon natically. To make them available, you mu
Vanage Content Completion Auntor Content Communica Registrar Desktop	Optional Tasks to Co Activities	ompiete 0	1				Add Activities Change Status
							Add Activities
	No items found					Add Activities	
	No tems found					Add Activities Add Tasks Add Checklel Attech Contest	
	Activity Sequencies NOTE: Activity Sequencies NOTE: Activity sequences © Suggester - ware O Entorced - learne O Entorced seth sug	encing option is include potential in must complete control complete	appleable for all glade previous a psuccessfully or on - learner mut	existing and r clivity before unsuccessful it competes th	ew registrations. attempting the he () The previous at a previous activity	Add Activities Add Checklet Add Checklet Attach Context Attach Context of activity in the sequence tivity before attempting to successfully before attem	a next activity in the sequence pling the next activity in the sequence.

Rollover the "Add Activities" and select "Attach Content"

Add Activities: Attach Content .select Content Modules .select Conte	ba - Internet Explorer provided by Ford Motor Compa	ıγ					
1.Select Content Modules Formal Content Mutal Class Recording Browse Search Name Content Format Content Format Language Available From >= Last Modified On >= Used as Survey, Evaluation, or Multi-Rater Assessment Content Frowider Owner Content Frowider Select One- Content From >= Last Modified On >= Used as Survey, Evaluation, or Multi-Rater Assessment Owner Content Frowider Delivery Vendor Select One- Select One- Delivery Vendor	dd Activities: Attach Content	in larter (larter have	alter y likilige	KarterBapollor daa	a an		6
Formal Content Virtual Class Recording belocit content modules to add as activities to Captivate Testing 2017 Catalog 2 Browse Search Name Content Format Language Keywords Available From >= Last Modified On >= Used as Survey, Evaluation, or Multi-Rater Assessment Content Format Content From >= Last Modified On >= Used as Survey, Evaluation, or Multi-Rater Assessment Content Frowider Owner Search	1.Select Cont	ent Modules \cdots 🎾 🎜	2.Add Act	ivity Details			
Browse Search Name Version Number Content Format -Select One- Language Author Keywords Folder Name Available From >= Last Modified On <= Last Modified On >= Used as Survey, Evaluation, or Multi-Rater Assessment Owner Select One- Used as Survey, Evaluation, or Multi-Rater Assessment Owner Select One- Delivery Vendor Select One- Select One-	Prormal Content						
Browse Search Name Version Number Content Format -Select One- Language Author Keywords Folder Name Available From >= Available From <= Last Modified On >= Last Modified On <= Used as Survey, Evaluation, or Multi-Rater Assessment Owner Content Provider -Select One-	Select content modules to add as activities to Captivate Te	esting 2017 Catalog 2					
Browse Search Name Search Name Select One- Content Format Select One- Language Author Keywords Folder Name Available From >= Available From <=							
Name Version Number Content Format -Select One- Language Author Keywords Folder Name Available From >= Available From <=	Browse Search						
Name Image Version Number Content Format -Select One- Content Type Language Author Image Keywords Folder Name Captivate Testing 2011× Available From >= Image Image Last Modified On >= Image Image Used as Survey, Evaluation, or Multi-Rater Assessment Owner Image Content Provider -Select One- Image							
Content Format -Select One- Content Type -Select One- Language Author Folder Name Captivate Testing 201'.× Available From >= Available From <= Image: Captivate Testing 201'.× Last Modified On >= Last Modified On <= Image: Captivate Testing 201'.× Used as Survey, Evaluation, or Multi-Rater Assessment Owner Image: Captivate Testing 201'.× Content Provider -Select One- Image: Captivate Testing 201'.× Image: Captivate Testing 201'.×	Name			Version Number			
Language Author Keywords Folder Name Available From >= Available From <=	Content Format	-Select One-	~	Content Type	-Select One-	\checkmark	
Keywords Folder Name Captivate Testing 201 × Available From >= Available From <=	Language			Author			
Available From >= Image: Available From <=	Keywords			Folder Name	Captivate Testing 201	×	
Last Modified On >= Used as Survey, Evaluation, or Multi-Rater Assessment Owner Content Provider -Select One- Delivery Vendor -Select One- Select One	Available From >=		- 🗹	Available From <=			
Used as Survey, Evaluation, or Multi-Rater Assessment Owner Content Provider -Select One- V Delivery Vendor Search	Last Modified On >=		- 🗹	Last Modified On <=			
Content Provider -Select One- Delivery Vendor -Select One- Search	Used as Survey, Evaluation, or Multi-Rater Assessment			Owner		6	
Search	Content Provider	-Select One-		Delivery Vendor	-Select One-		
					S	earch	
ontonis	Sontenta						
Contents						Class	
Contents						Close	
Close							
Close							

In the "**Fold Name**" field type the name you used in the previous steps. In this case, we used "Captivate Testing 2017 Content 2". Click on the "**Search**" button.

	1.Select Cont	ent Modules 🛛 🕠 🔊	2.Add Ac	tivity Details			
Eormal	antant						
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Select conte	nt modules to add as activities to Captivate Te	sting 2017 Catalog 2					
Browse	Search						
DIOWSC	Gearch						
Name				Version Number			
Content Fo	ormat	-Select One-	\checkmark	Content Type	-Select One-	\checkmark	
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Available F	From >=		_ 🗹	Available From <=		- 🛋	
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Content Pr	ovider	-Select One-		Delivery Vendor	-Select One-		
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Select	Name	Version Number	Content	Format Folder 1	Jame		
	Captivate Testing Import Content 2		URL	Captivat	te Testing 2017 Content 2		
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					Add Activity Details	Close	
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Check the "Captivate Testing Import Content 2" box

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		1.50	sect Content M	odules •••> Z.A	ad activity detail	5		
d activities	for the selected modules							
Name	Activity type	Required	Status	Sign Off	Passing Score	Attempts on Content	Consider for overall score	
Captivate Testing Import Content 2	Training Content	Required 🗸	Enabled 🔽	Not Required 🔽		Unlimited	Consider for overall score	
1Use pre-t	test as post-test							
							Save Back Close	

Select the drop down arrow for "Sign off" and select "Not Required". Click "Save".

Next, we will add and Evaluation.

A ME PEOPLE GRO	UPS ADMIN		Browse Learning Catalog
Admin Home People HR	Social Instructor Learning Marketplace Sy	stem Analytics	
Learning Home Manage Learning Catalog Manage Classes	Web Based Training Class Detai 2,	ls: Captivate Testing	2017 Catalog
Classes Manage Categories Learning Requests	Main Activities Expenses Related Info	Policies Notifications	
Aanage E-Commerce Aanage Resources Purchase Orders Continuing Education Aanage Assessment Aanage Content Aanage Content Completion	Activities Add activities that learners can use to complete this clas You can also suggest the sequence in which the activiti Any changes made to activities are not made available save and publish these changes after you are done. Save and Publish	as. Learners must complete all require es must be completed. to learner registrations and/or comple	ed activities and the number of optional tasks specified below. ated courses automatically. To make them available, you must
Ionitor Content Communica Registrar Desktop	Optional Tasks to Complete 0		Add Activities Change Status Print Export Modify Table
	Up Down Module Name	Activity Type Requirement	t Details Actions
	Captivate Testing Import Content 2	Training content Required	Attempts on Content Allowed: Unlimited Actions Status: Enabled
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Scroll Down

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	<u>ه</u>	(Captivate Testing Import Content 2	Training content	Required	Attempts on Content Allowed: Unlimited Status: Enabled	Actions	

Activity Sequencing NOTE: Activity sequencing option is applicable for all existing and new registrations.

- Suggested learner need not complete previous activity before attempting the next activity in the sequence.
 Enforced learner must complete (successfully or unsuccessfully) the previous activity before attempting the next activity in the sequence.
- O Enforced with successful completion learner must complete the previous activity successfully before attempting the next activity in the sequence.

Resources Add persons required for this class.	
Resources	Add Resource
No items found	
Fuckation	
Add evaluations that learner/manager can submit after all activities are completed.	
Evaluation	Add Evaluation
No items found	
	Save and Publish



Click on the "Add Evaluation" button.

Browse Search						
Namo			Varsion Number			
Content Format	I -Select One-		Content Type	-Select One-		
Language			Author			
Keywords			Folder Name	Evaluations	×	
Available From >=			Available From <=			
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Owner		<u> </u>	Content Provider	-Select One-]	
Delivery Vendor	-Select One-					
					Search	

In the "Folder Name" text field type in "Evaluations" and click on the "Search" button

	n Evaluation: Captivate Tes	ting 2017 C	atalog 2		6
Browse	e Search				
Marra		Version Number			
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Content	-Select One-	Content Type	-Select One-		
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000000000000000000000000000000000000000	Web Based Training Level 1 Evaluation	2	Saba Survey	EVALUATIONS	

Select radio button "Web Based Training Level 1 Evaluation" and click on the "Next" button.

valuation				
Name	Evaluation Status	Evaluation Schedule	Expiration Schedule	Evaluation for
Web Based Training Level 1 Evaluation	Published	Launch Evaluation:	Expire Evaluation:	OLearner OManager
		Immediately on completion	ONo Expiration	
		date	After availability	
		After completion		

Select the "Immediately on completion" radio button. Select "After" radio button and type in 3 in the text box.

A ME PEOPLE GROU	IPS AD	MIN				Browse Learning Catalog - Search	
Admin Home People HR	Social	Instructo	r Learning Marketplace Sy	vstem Analytics			
Learning Home Manage Learning Catalog Manage Classes	Web I 2,	Based	Training Class Detai	ls: Captivate	e Testing 2	2017 Catalog 📓	
Classes Manage Categories Learning Requests	Main	Activities	Expenses Related Info	Policies Notificat	tions		
Anage Resources Purchase Orders Continuing Education	Activiti Add act You car	es ivities that I n also sugg	earners can use to complete this clar est the sequence in which the activiti	ss. Learners must com es must be completed	nplete all required	l activities and the number of optional tasks sp	ecified below.
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Click the "Save and Publish" button

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You have completed importing content, creating a course and a class.

We should also add a section for Creating/Adding a Mastery Challenge, since that is part and parcel of what the web courses will be.

Use the **Deep link** that was created earlier in the tutorial.