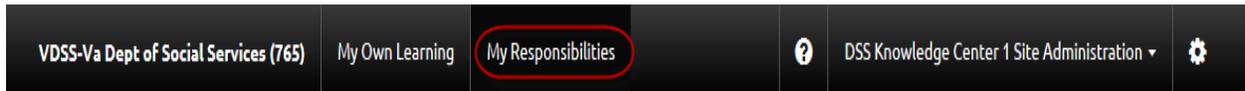


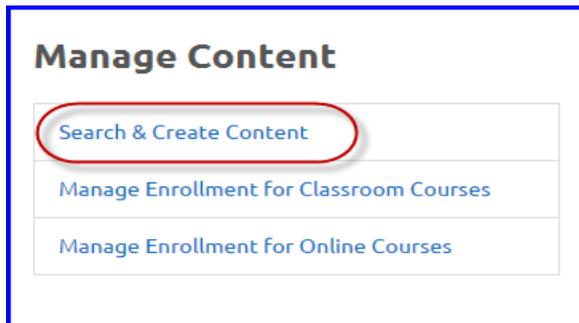


## Virginia Learning Center How to load online content (eLearning modules)

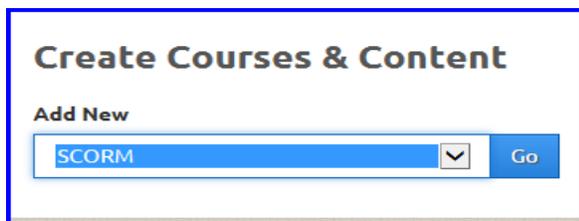
Step 1: Click on My Responsibilities



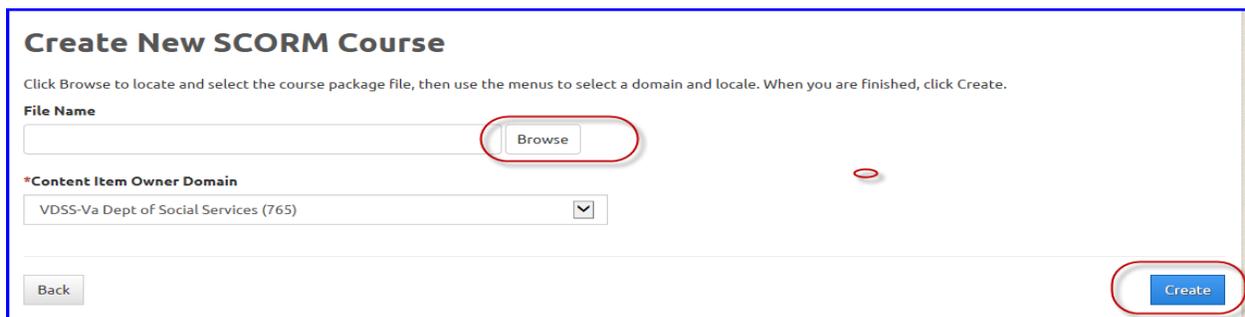
Step 2: Click on Search & Create Content on the Manage Content Quick link



Step 3: Choose SCORM from the dropdown menu in the Create Courses & Content Quick link and then click Go



Step 4: Click Browse and look for the zip file to load, then click create





## Virginia Learning Center How to load online content (eLearning modules)

Step 8: Click on the edit box adjacent to categories

**Categories**  
0 Assigned Categories Edit

Step 9: If applicable click on the box adjacent to the desired category and click save

Step 10: Click on the edit box adjacent to Content Sharing

**Content Sharing**  
Offered to 0 Domains Edit

Step 11: Click Search

All Domains (243) Search

Step 12: Type in social services external in the Search Text and Choose Not Shared form the drop-down menu in the Show field, then click Filter twice

**Search for Domains**  
Use the options below to indicate how this object is shared.  
Owner Domain: VDSS-Va Dept of Social Services (765) ⓘ  
Search Text  Show   
Filter Clear Search

Step 13: Click on the circle below Visible Required and then click Save

Domain	Path	Shared	Visible (Optional)	Visible (Required)	Not Shared	Info
VDSS_Ext-Va Dept of Social Services - External (765Ex)	zCORE-COVLC > Commonwealth of Virginia Learning Center > VDSS-Va Dept of Social Services (765)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<span>ⓘ</span>

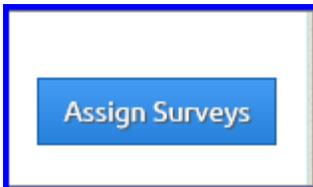
Back Save

Virginia Learning Center  
How to load online content (eLearning modules)

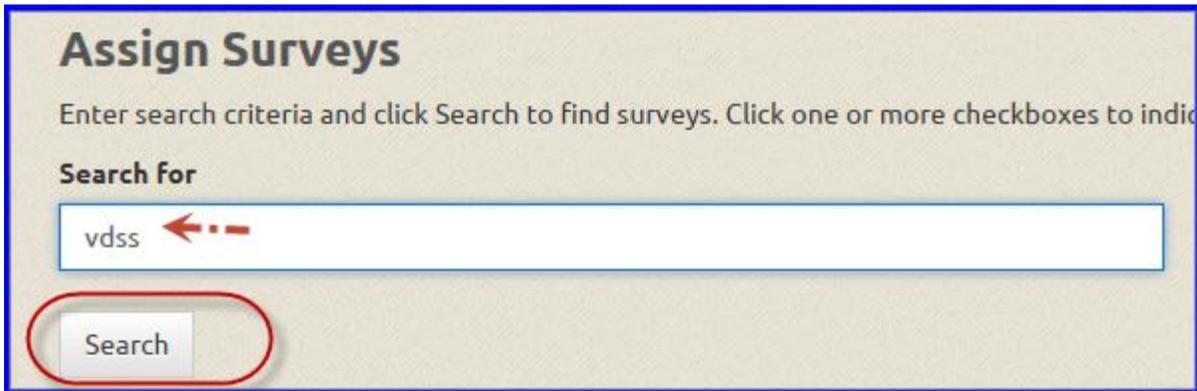
Step 14: Click on the Manage box adjacent to Surveys



Step 14: Click on Assign Surveys



Step 16: Type in VDSS in the Search for box and click search



Step 17: Click on the box adjacent to VDSS Training Evaluation and click Save