

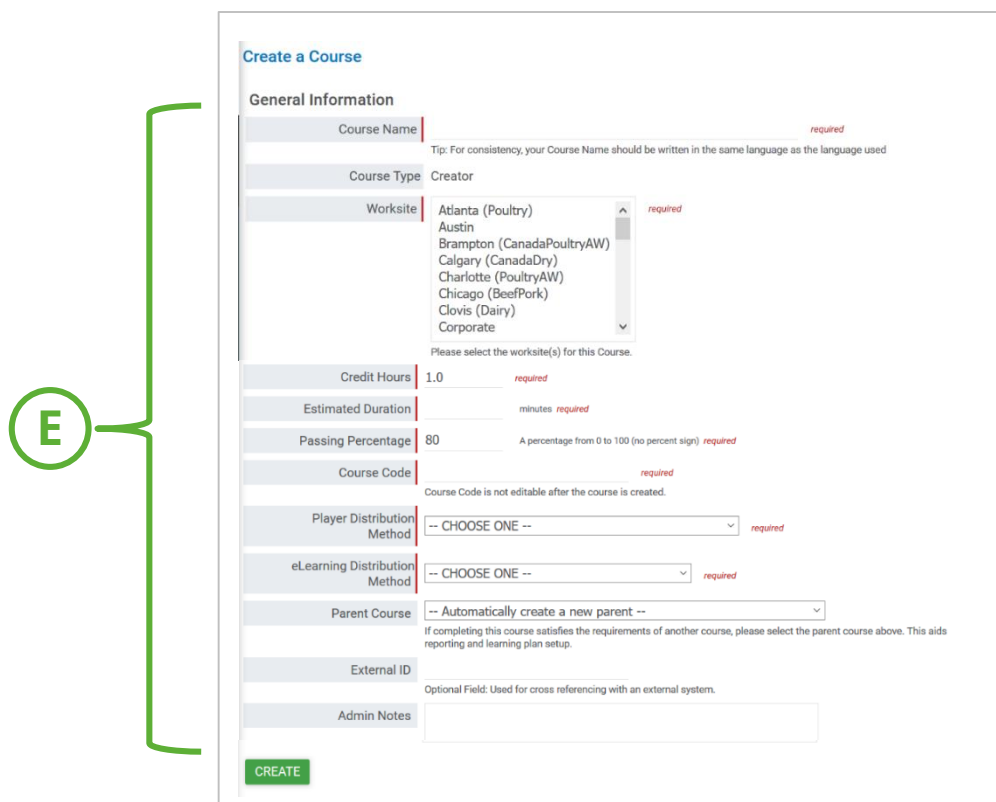
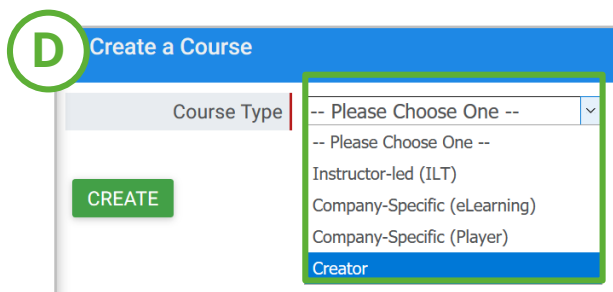
Creator

Add Creator Course to Manager

Filenames cannot contain spaces. Upload the .sistem file that is created after publishing the Creator course.

Build course in Manager

- A. Login to your Manager website with admin (Supervisor Developer+) access
- B. Navigate to **Content Builder** and click on **Course Library**
- C. Click the **Create New Course** button
- D. In the Course Type dropdown select **Creator**
- E. Fill in ALL required fields



Creator

Add Creator Course to Manager

Build course in Manager, continued

F. Choose your Distribution Method(s)

a. **Player Distribution Method choices**

- Automatically Deliver to Client Media (Upload file) – file must be 512 MB or smaller
- Manually deliver to Client Media (do not Upload file) – no file size limit
- Not Available in Player

b. **eLearning Distributions Methods choices**

- Distribution through eLearning (Upload file)
- Not Available in eLearning

G. Select **Choose File** and select file

H. Optional:

- Choose a **Parent Course**
- External ID
- Enter **Admin Notes**

I. Select **Create**

The screenshot shows a form for creating a course. It is annotated with letters F through I in green circles.
- **F** points to the 'eLearning Distribution Method' dropdown menu, which is set to 'Distribution through eLearning (Upload file)' and is marked as 'required'.
- Below it, the 'Player Distribution Method' dropdown menu is set to '-- CHOOSE ONE --' and is also marked as 'required'.
- **G** points to the 'Content File' section, which includes a 'Browse...' button, the text 'No file selected.', and a note that 'Only files with the .system extension are allowed'.
- **H** points to the 'Parent Course', 'External ID', and 'Category' fields. The 'Parent Course' dropdown is set to '-- Automatically create a new parent --'.
- **I** points to the 'CREATE' button at the bottom of the form.

Remember to Download this course in Player!

Player

Download a Company Specific Course

This is a guide for downloading Company Specific Courses within Player. If you are using the Manual Delivery option to deliver your course's file to the Client Media Folder, you can ignore steps C through E, and close once the Download is complete.

Download Course

- Launch Player
- From the main tab select the **Download** icon, then select **Download**
- Once the Sync Status is complete, select **Next**
- Click the blue arrows next to the course(s) that you need in the Download Courses window, or select **Download All**
- A full status bar with a green check next to the selected course indicates the course has been successfully downloaded. Then close out of this screen. The newly downloaded course(s) will now be available in the **Activities** tab.

