Admin Job Aid: Create a Content Package

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Purpose

The purpose of this job aid is to guide you through the step-by-step process of creating a content package. A content package is a group of objectives and contents. Content packages are a convenient way to categorize objectives for query, search, and reporting purposes. A single objective can be included in as many content packages as necessary, and you are not required to create duplicate objective records in order to use an objective in more than one content package.

In this job aid, you will learn how to:

- Task A. Create a Content Package
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1. Select the **Learning Administration** link.
2. Select the **Content** tab to expand the menu of options.
3. Select **Content Packages**.
4. Select **Add New**.
5. Enter a **Content Package ID**.
6. Enter a **Title**.
7. Enter the **Security Domain**.
8. (Optional) Fill out the rest of the fields as they apply to your content package: Description, Build User, Build Location, Build Company, Build Date, Copyright, and Import Filename.
9. Select **Add**.
10. Select the **Content** tab.

11. Enter an **Object Label** to name the content you are adding to the package.

12. Select the **radio button** corresponding to the **type of content** you are adding to the package.

13. If adding a Content Object or Exam, use the magnifying glass icon to search for an select the exact ID. If adding a Folder, simply add any necessary notes.

14. Select **Add**.
15. Once you add a piece of content, it will appear at the top of the Content tab.

16. You can add multiple pieces of content by repeating steps 11-14 in the bottom area of the Content tab.
17. Select the **Objectives** tab.
18. Select **add one or more from list** hyperlink.

19. Enter a **keyword** or **search criteria**.
20. Select **Search**.
21. Select the **Add checkbox** next to the objective you want.
22. Select **Add**.