



COVID-19 Courses

ePath Legacy System



COVID-19 Courses

Purpose

Absorb wants to make sure that you and your learners are prepared and understand the facts regarding COVID-19. As part of this initiative, we are offering two free courses to all our clients to provide to your learners within the ASAP LMS. These will cover:

- COVID-19: Protecting Yourself and Others - What you need to know and where to find information for you and your family
- COVID-19 and Your Workplace - Important information on how the COVID-19 Pandemic may affect your workplace

Along with this content, you may also choose to provide company policies and procedures that you have created to ensure your learners understand important company protocols. We are providing this guide to help you in using these courses in the LMS to facilitate a quick dissemination of information regarding the virus and your specific workplace needs.

Instructions

Download Instructions

Step	Instructions
1.	Please visit the Absorb Knowledge Base to select your SCORM package(s). The courses will be contained in .ZIP files that you can upload to ASAP.

Configuring the Course in ASAP

Step	Instructions
1.	Logged in as a builder in ASAP, go to the University Outline .
2.	Create a new course using the Add Palette on the right-side of the University Outline
3.	Enter a name for the course and select ePath Hosted as the course type, and then click Finish .
4.	On the Course Outline, set Course tracking type to SCORM .
5.	Click Choose File and browse to the zipped SCORM course on your computer. Note that upload status can be observed in the browser status bar. When the upload is

Step	Instructions
	complete, the course link (URL) will be populated for you. You DO NOT need to edit this.
6.	<p><i>Optional:</i> Add a Test to create a confirmation that your learners have read and understood the information provided.</p> <ul style="list-style-type: none"> a. Add a Module to the Course Outline b. Add a Multiple-Choice type question – By accepting below you are acknowledging the information, policies and procedures outlined within this Course. c. Add a single answer – Accept (For more information on Assessments click here.)
7.	<p>Finalize your course settings under the Setup Menu.</p> <ul style="list-style-type: none"> a. Enable a Course Registration Notification so your Learners receive an email when they are registered for the course. For more information on notifications click here. b. Add any additional documentation, such as your company policy and procedures by adding a Course Reference to the course. This might be a PDF that you upload or a link to your internal documentation. More information is available here. c. Publish the course. Click Mark Course for Publishing.
8.	Register your Learners for the course. More information on registrations is available here.

Click [here](#) for detailed instructions on uploading a SCORM course to ASAP.

Reporting

Confirming that your teams have completed the training is equally important. You can view which learners have completed the course by running a **Course Roster** report.