

# User Guide - C4

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## Campus Courseware Compatibility Centre – C4

September 2021



## User Guide

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### Version Control

Version	Version Date	Authorised Officer	Amendment Details
0.1	28-10-2013	Achini Bandara	Draft
0.2	29-10-2013	Matt Seaman	Reviewed
0.3	30-10-2013	Dean Elliott	Reviewed
0.4	04 -11-2013	Mamun Rahman	Reviewed
0.5	05-11-2013	Achini Bandara	Draft
0.6	07-11-2013	Matt Seaman	Updated
0.6	8-11-2013	Mamun Rahman	Reviewed
1.0	22-11-2013	Matt Seaman	Released
1.1	02-09-2014	Dean Elliott	Updated
2.0	09-09-2014	Dean Elliott	Released
2.1	02-04-2020	Thanh Nguyen	Updated
3.0	15-09-2021	Thanh Nguyen	Updated

This resource has been developed and produced by Campus in consultation with the business owners.

Suggestions for continuous improvement of this resource are encouraged.  
If you wish to comment, please contact Campus.

## About this Manual

Throughout this user guide you will see a symbol appear next to the text. They are used to draw your attention to certain information. This can be additional information, such as notes to perform an activity. Below you will find examples of this symbol and an explanation of their meaning.



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**Note:** Notes are used to emphasise important information. This information is important for the understanding of a process or the theory presented.

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# INTRODUCTION TO C4

The Campus Courseware Compatibility Centre (C4) will allow content developers to test their own content and also allow subject matter experts (SMEs) and policy owners (POs) to verify the content in its final form. Once the SMEs and POs have tested the content successfully, it will be submitted to be tested by the Campus team prior to loading it on to Campus on the Defence Protected Network (DPN).

Content developers comprise of both eLearning Panel Providers, and internal Defence members/areas that create eLearning content to be loaded to Campus DPN and/or Campus Anywhere.

C4 will improve the quality of eLearning content that is hosted on the Campus DPN Learning Management System (LMS) and streamline the content upload process. Only Unclassified learning content can be uploaded to the C4 system.

For developers who have DPN access, a Classified Campus Courseware Compatibility Centre (C5) site is also available.

## **Important information on how eLearning material is structured in Campus:**

There are 3 components that comprise an eLearning course in Campus, these are as follows:

**Course:** this is the 'shell' which enables a listing in the catalogue. In a production environment, this would also include details such as course description, objectives, prerequisites, keywords for searching, etc.

**Offering:** a sub-item in the course catalogue which defines how the training is delivered (within C4, only eLearning is applicable).

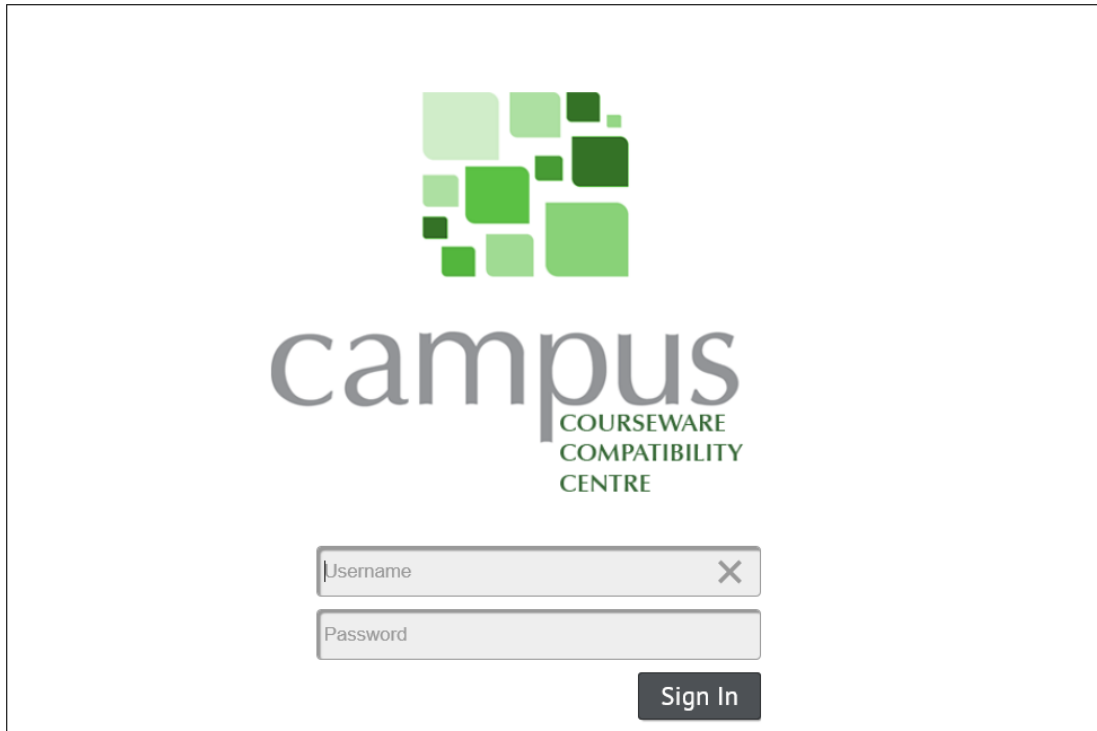
**Content:** the actual learning material, in the C4 environment this is the SCORM file.



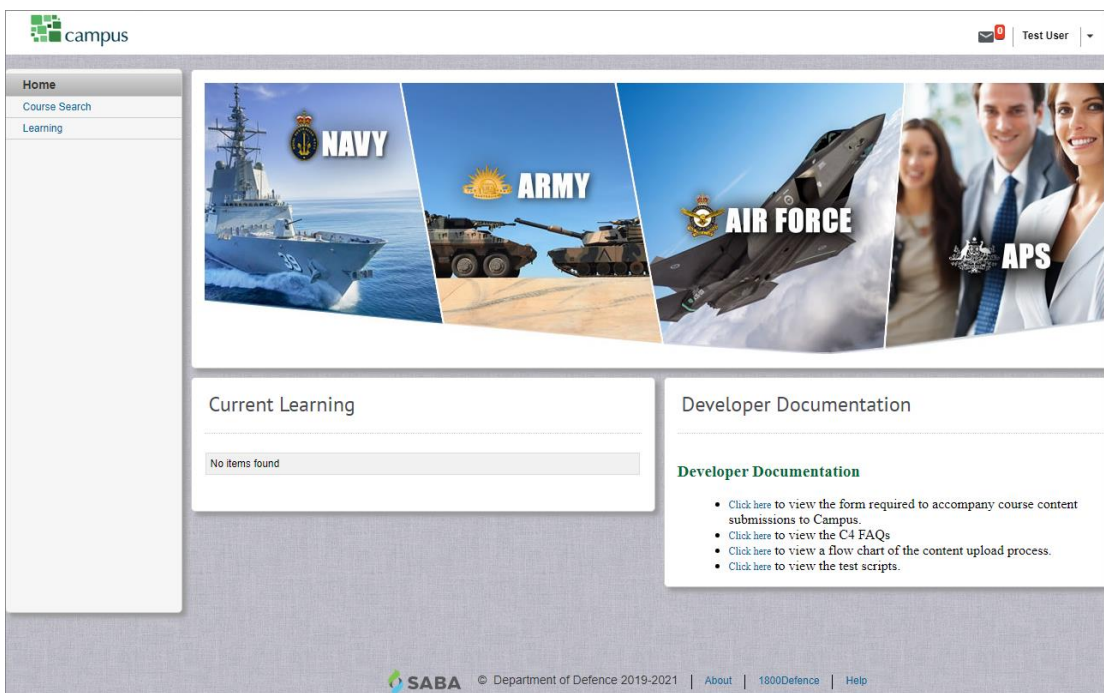
## Logging in to the C4 System

The following procedure is used to log on to C4.

1. Open an internet browser and go to <https://c4-campusanywhere.defence.gov.au/>
2. Enter your C4 Username and the Password and click Sign In.



3. You are now logged in to the C4 system.



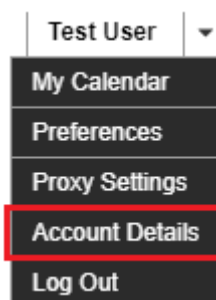


## Reset Password

When you are allocated a C4 account, you will be given a Username and temporary Password. When you first log on with this password, you will be prompted to change it immediately.

Any user with access to C4 can reset their password once they have changed their temporary password.

1. Click the down arrow on the top right corner and select Account Details.



2. Input your details on the below screen, all details are mandatory.
3. Click **Save and Close**.


A screenshot of a web form titled 'My Account: Account Details'. In the top right corner, there is a red asterisk followed by the text '\* = required'. The form has a section titled 'Change Password'. Below this title, there are three rows of labels and input fields. The first row has the label 'Employee ID' and the text 'TEST.USER'. The second row has the label 'Current Password\*' and an empty input field. The third row has the label 'New Password\*' and an empty input field. The fourth row has the label 'Confirm New Password\*' and an empty input field. At the bottom right of the form, there are three buttons: 'Save', 'Save and Close', and 'Cancel'.

5. Your password should have now reset.










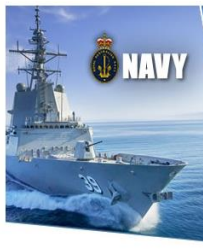


Test User

Home

Course Search

Learning



Current Learning

No items found

Developer Documentation

Developer Documentation

- Click here to view the form required to accompany course content submissions to Campus.
- Click here to view the C4 FAQs
- Click here to view a flow chart of the content upload process.
- Click here to view the test scripts.

SABA

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About

1800Defence

Help

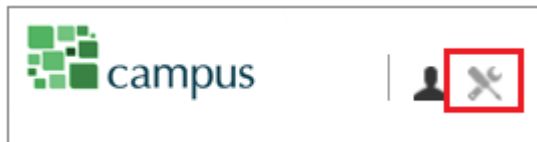




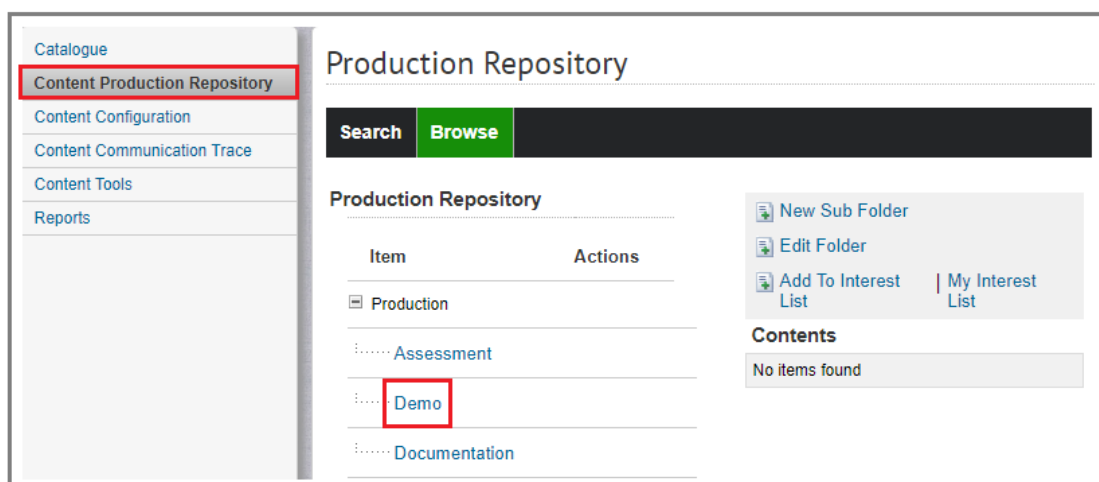
## Load course content to C4 content server

In this section you will learn how to load course content to the C4 content server. The C4 system can be used to test SCORM content.

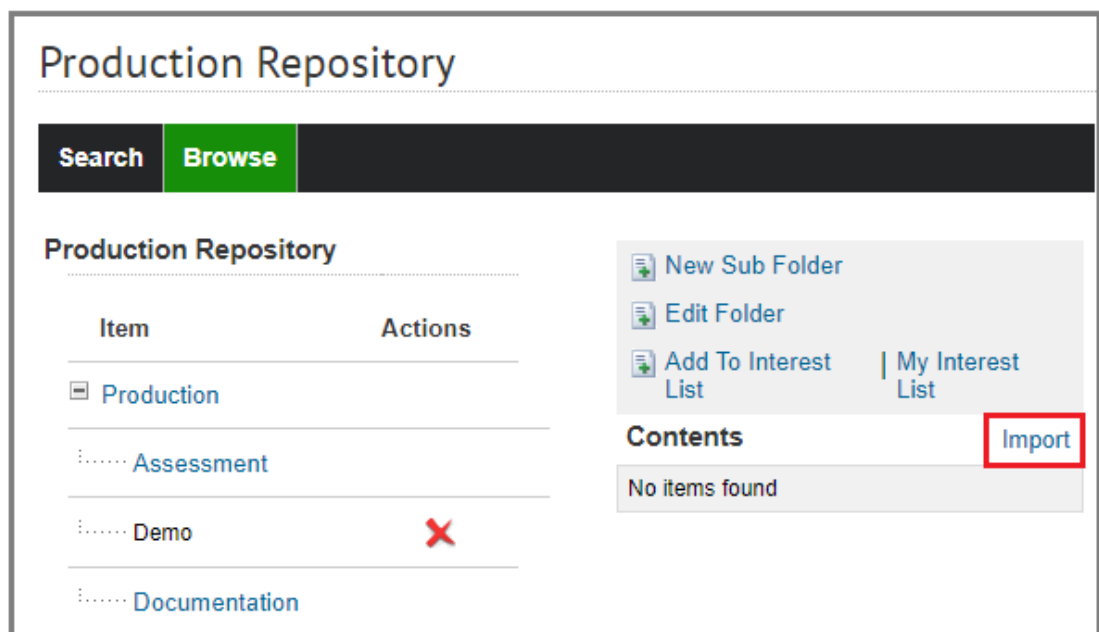
1. Once you are logged in, you will see a tool icon, click on it



2. Select **Content Production Repository** on the left navigation menu then there will be a folder labelled with the acronym of your areas' name. Click the folder.



3. From the following page click **import**





4. You are required to input details into each of the fields marked with a red \*. A description of each field is below:

**Name:** As per course title

**Security Domain:** Your Domain acronym (Given when accounts are allocated)

**Content Format:** SCORM Package

**Player Template:** On most occasions, the 'Empty Player' will be used. For multi-SCO packages, the System Defined or 3x/5.1 Player should be used.

**Version Number:** For the first version of a course, use 1.0. Each subsequent version of different built should increment by whole number, e.g. 2.0, 3.0, etc.  
Each subsequent version of the same built (if required) should increment by dot point, e.g. 1.1, 1.2, etc.

**Delivery Vendor:** Select 'Saba'.

Import Content

1.Content Details 2.Import Content

\* = required

Name\* Campus Test

Security Domain\* CA

Content Format\* SCORM Package

Player Template\* Empty Player

Mobile Device Compatibility Not Compatible

Content Type -Select One-

Version Number\* 1.0

Available From 26/08/2021

Expiration Date

Parent Folder Demo

Content Provider -Select One-

Delivery Vendor\* Saba

Next Cancel

5. Click **Next** once all the details are filled out.
6. Press the 'Choose File' button and select the SCORM zip file.
7. Select **Default Saba Content Server** and leave other fields blank.
8. Click **Import** once the required information has been filled in.





### Import Content: Campus Test (SCORM Package)

\* = required

1.Content Details ... 2.Import Content

Zip File\*  Test Demo.zip

Content Server\*

**Other Information**

Source

PMKeyS ID

Caveat Message

9. When a course content has been successfully imported, a summary page will be displayed.

### Import Content: Campus Test (SCORM Package)

The content has been imported successfully.

Name	Campus Test
Security Domain	CA
Content Format	SCORM Package
Mobile Device Compatibility	Not Compatible
Content Format Version	SCORM 1.2
Parent Folder	Demo
Player Template	Empty Player
Content Provider	
Delivery Vendor	Saba
External Content ID	
Use as survey, evaluation or multi-rater assessment.	<input type="checkbox"/>
Zip File	Test Demo.zip
Content Server	Default Saba Content Server





10. The content is now available to be attached to an offering.

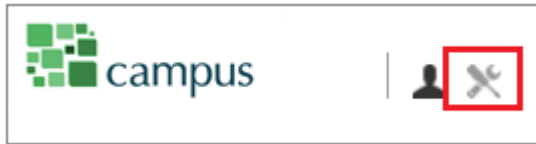




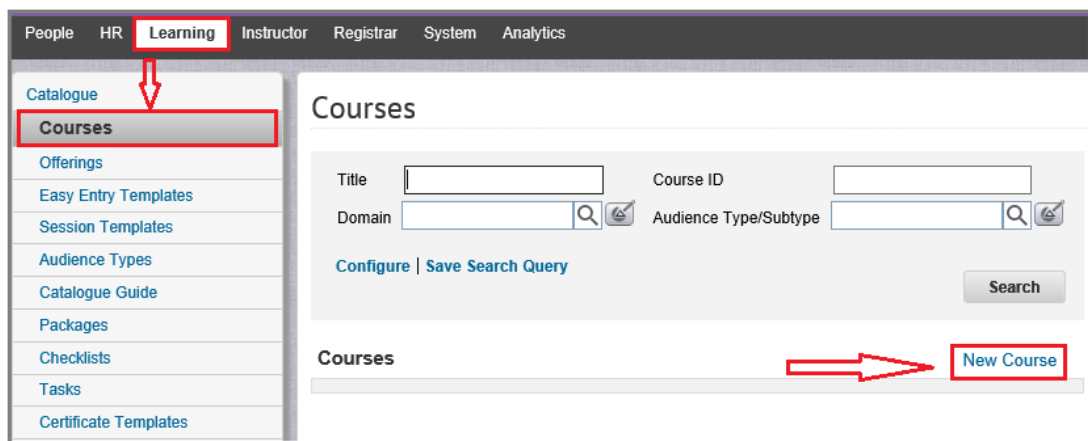
## Create a new course

In this section you will learn how to create a new course.

1. Log into C4 with a Developer account and press on the tool icon.



2. Select Learning, click **Courses** link on the left navigation then click on the **New Course** link



3. Fill in all mandatory fields as below (red text and marked with an \*)

**Title\*** – Full title of the course

**Version\*** – For a new course, use 1.0. For new versions of an existing course, use 2.0, 3.0, etc

**Domain\*** – Your Domain

**Course Joining Instructions\*** – “N/A”

All other mandatory fields will already be filled out and are not required to be changed. You are only required to fill in the mandatory fields.





## New Course

**Course Details**

**Title\***

Campus Test

Course ID

**Domain\***

CA

Q

Notes

Character Limit:2000  
Remaining character count: 2000

Description

Character Limit:4000

Course Deeplink URL

Course Deeplink URL for  
Private View



**Note:** A new course version is not required with each new content version. New content versions can be attached to existing Offerings.

4. Click **Save** at the bottom of screen when finished





5. On the **Policies** tab, select “Manager Approval Not Required to Register” then press **Save**

Course Details: Campus Test, #00004520 More Actions ▾

Main	Learning Assignments	Related Info	<b>Policies</b>	Delivery Types	Notifications	Ratings
------	----------------------	--------------	-----------------	----------------	---------------	---------

**Available Languages** Add Language | Print | Export

Language	Actions
English	Delete

**Price List** Australian Dollars ▾ Add Price List

No items found

**Manager Approval Required to Register**

☐ Do not Override Domain setting (Currently set to: Yes, Manager Approval and Designated Additional Approval Required to Register)

☐ Manager Approval Required to Register

☐ Manager Approval and Designated Additional Approval Required to Register

☒ **Manager Approval Not Required to Register**

Cancellation of pending approval before days

Cancellation of pending approvals days after registration

6. Click on the **Delivery Types** tab then click **Add Delivery Type**.

Course Details: Campus Test, #00004520 More Actions ▾

Main	Learning Assignments	Related Info	Policies	<b>Delivery Types</b>	Notifications	Ratings
------	----------------------	--------------	----------	-----------------------	---------------	---------

**Delivery Types** Add Delivery Type

No items found

7. From the pop up window, select **Web Based Training**, then click the **Next** button.

Add Delivery Type: Campus Test, #00004520 \* = required

1. Select Delivery Type ➡ 2. Define Details

☐ Blended

☐ Instructor-Led

☒ **Web Based Training**

Next Close







8. Copy the ID number into the adjacent field then click **Finish** located at the bottom of the screen.

**New Web Based Training Delivery Mode : Campus Test, #00004520** \* = required

1. Select Delivery Type 2. Define Details

**Delivery Mode Information**

Title Campus Test

ID\* 00004520

Domain\*

Description

Character Limit: 255

Course Description

Duration(HH:MM)\*

9. The course has now been created and the Delivery Type has been set.

**Course Details: Campus Test, #00004520** More Actions ▾

\* = required

Main	Learning Assignments	Related Info	Policies	Delivery Types	Notifications	Ratings
------	----------------------	--------------	----------	----------------	---------------	---------

**Delivery Types** Add Delivery Type | Print | Export

Delivery Types	New Offering
Delivery Mode Details: Web Based Training	New Web Based Training Offering





## Create Offering

From this page you can now create a new Offering to allow learners to enrol. A new Offering can alternatively be created at any time by clicking Offerings from the left menu, and then 'New Offering'.

### Create new Offering

1. Click on **New Web Based Training Offering** from the **Delivery Types** tab

Course Details: Campus Test, #00004520 More Actions ▾

\* = required

Main	Learning Assignments	Related Info	Policies	<b>Delivery Types</b>	Notifications	Ratings
------	----------------------	--------------	----------	-----------------------	---------------	---------

Delivery Types Add Delivery Type | Print | Export

Delivery Types New Offering

Delivery Mode Details: Web Based Training **New Web Based Training Offering**

2. In the Language field, select 'English' then click **Finish** at the bottom of the screen

New WBT Offering \* = required

1. Select Offering Type ... 2. Define Offering

**Offering Details**

Name Campus Test

Course ID 00004520

Offering ID 00007200

Domain\* CA 🔍 📎

Description  Character Limit: 1000

Course Description

Delivery Mode Description

**Scheduling Details**

Language\* English 🔍 📎

Duration(HH:MM)\* 00:00

3. Select the **OK** button to continue





You have not entered Offering Price. Do you want to continue?

OK

Cancel

4. On the **Learning Assignments** tab, click on **Add Learning Assignments** link then select **Add Content**

Web Based Training Offering Details: Campus Test,#00004520,00007200 [More Actions](#)

Main	Learning Assignments	Expenses	Related Info	Policies	Notifications	Ratings
------	----------------------	----------	--------------	----------	---------------	---------

**Learning Assignments And Evaluation**  
Add learning assignments and evaluation that learners can use to complete this offering. Learners must complete all the required assignments and the number of optional tasks specified below. You can also suggest the sequence in which the learning assignments need to be completed.

Any changes made to learning assignments and evaluation is not made available to learner's registrations and/or completed courses automatically. To make them available, you must save and publish these changes. [Save and Publish](#)

Optional Tasks to Complete

**Pre-Class Assessment**  
No items found

**Learning Content**  
No items found

**Post-Class Assessment**  
No items found

**Add Learning Assignments**  
[Add Tasks](#)  
[Add Content](#)  
[Add Check List](#)

[Add Learning Assignments](#) [Change Status](#)

[Add Post-class Assessment](#) | [Change Status](#)

5. From the pop-up window, search for the course content that was previously uploaded. Use % symbol as a wildcard to search for all content that matches the search string.





1.Select Content Modules ...> 2.Add Assignment Details

Select content modules to add as learning assignments to Campus Test

**Search** Browse

Folder Type	-Select One-	Name	Campus Te%
Version Number		Content Format	-Select One-
Content Type	-Select One-	Language	
Author		Keywords	
Folder Name		Available From >=	
Available From <=		Last Modified On >=	
Last Modified On <=		Competency	
Owner		Content Provider	-Select One-
Delivery Vendor	-Select One-	Include non-scoring content modules	<input checked="" type="checkbox"/>

**Search**

6. With the checkbox selected, press the **Add Assignment Details** button to continue.

**Search** Browse

Folder Type	-Select One-	Name	Campus Te%
Version Number		Content Format	-Select One-
Content Type	-Select One-	Language	
Author		Keywords	
Folder Name		Available From >=	
Available From <=		Last Modified On >=	
Last Modified On <=		Competency	
Owner		Content Provider	-Select One-
Delivery Vendor	-Select One-	Include non-scoring content modules	<input checked="" type="checkbox"/>

**Search**

**Contents**

Select	Name	Version Number	Content Format	Folder Name
<input checked="" type="checkbox"/>	Campus Test	1.0	SCORM Package	Demo

**Add Assignment Details** Close

7. Press **Save** to confirm.





### Add Learning Assignments: Add Content

1.Select Content Modules ...> 2.Add Assignment Details

Add assignment details for the selected modules.

Name	Type	Attempts on Content	Mastery Score	Details
Campus Test	Training Content	Unlimited ▼		<input checked="" type="checkbox"/> Enabled <input checked="" type="checkbox"/> Required <input type="checkbox"/> Test Out <input type="checkbox"/> Sign Off <input checked="" type="checkbox"/> Consider For Overall Score

☐ Use the pre-class assessment content as post-class assessment

**Save** **Back** **Close**

8. Returning to the Offering screen, the content has been added to Learning Content.

### Web Based Training Offering Details: Campus Test,#00004520,00007200 [More Actions](#)

**Main** **Learning Assignments** Expenses Related Info Policies Notifications Ratings

#### Learning Assignments And Evaluation

Add learning assignments and evaluation that learners can use to complete this offering. Learners must complete all the required assignments and the number of optional tasks specified below. You can also suggest the sequence in which the learning assignments need to be completed.

Any changes made to learning assignments and evaluation is not made available to learner's registrations and/or completed courses automatically. To make them available, you must save and publish these changes. [Save and Publish](#) ( Not Published )

Optional Tasks to Complete

#### Pre-Class Assessment

[Add Pre-class Assessment](#) | [Change Status](#)

No items found

#### Learning Content

[Add Learning Assignments](#) | [Change Status](#) | [Print](#) | [Export](#)

Up	Down	Type	Module Name	Details	Requirement	Actions
⬆	⬇	Training Content	Campus Test	Attempts on Content Allowed: Unlimited ? Sign Off: Status: Enabled Mastery Score: N/A	Required	<a href="#">Actions</a>



**Note:** If there are more than one versions of the content, ensure you select the correct version.





9. **(Optional)** To replace an existing content with a new version, click the '*Disable and Replace Module*'

The screenshot shows the 'Pre-Class Assessment' section with a 'No items found' message. Below this is the 'Learning Content' section, which contains a table with one row of content. The table has columns for 'Up', 'Down', 'Type', 'Module Name', and 'Details'. The 'Type' is 'Training Content' and the 'Module Name' is 'Campus Test'. The 'Details' column shows 'Attempts on Content Allowed: Unlimited', 'Sign Off: Status: Enabled', and 'Mastery Score: N/A'. To the right of the table, there is an 'Actions' menu with options: 'Edit Assignment Details', 'Disable Content Module', 'Disable and Replace Module' (highlighted with a red box), 'Delete', 'Edit Content', and 'Configure Attempts on Content'. The 'Disable and Replace Module' option is also highlighted with a red box in the original image.

Up	Down	Type	Module Name	Details
		Training Content	Campus Test	Attempts on Content Allowed: Unlimited Sign Off: Status: Enabled Mastery Score: N/A

10. Repeat steps **5 to 7** to attach the required piece of content.
11. Scroll to the bottom of the screen and press the **Save and Publish** button.
12. The content is now ready for enrolment.





## Enrolling in an Offering

In this section you will learn how to search for and enrol in an Offering.

1. On the left navigation, select the **Course Search** link.
2. In the Search field, enter a valid course name then click the **Search** button.

The screenshot shows the 'campus' web application interface. On the left, a navigation menu has 'Course Search' selected. The main area is titled 'Search' and contains a search input field with the text 'Campus%' entered. Below the input field are links for 'Advanced Search' and a 'Search' button. The 'Courses' section below is currently empty.

3. The search results will display.

The screenshot shows the search results page. The search input field still contains 'Campus%'. Below it, a table titled 'Courses' displays the results. The first row is highlighted with a red box, showing 'Campus Test' with ID '00004520' and 1 offering. The 'Actions' column for this row contains a link 'Display Offerings'.

Title	ID	Offerings	Actions
Campus Test	00004520	1	<a href="#">Display Offerings</a>

4. Select Display Offerings.





The screenshot shows the 'campus' application interface. On the left is a navigation menu with 'Home', 'Course Search', and 'Learning'. The main area is titled 'Search' and contains a search bar with 'Campus%' entered, an 'Advanced Search' link, and a 'Search' button. Below this is a 'Courses' table with columns: Title, ID, Offerings, and Actions. The table contains one row: 'Campus Test' with ID '00004520' and 1 offering. The 'Display Offerings' link in the Actions column is highlighted with a red box.

Title	ID	Offerings	Actions
Campus Test	00004520	1	<a href="#">Display Offerings</a>

5. Once the course Offering has been chosen you can register for it.
  - a. From the Display Offerings screen click the Register link.

The screenshot shows the 'campus' application interface. The main area is titled 'Search' and contains a search bar with 'Campus Test' entered. Below the search bar is a 'Learning Offerings' table with columns: Title, Type, Start Date, End Date, Session, Region, Facility, Language, Default Credits, and Add. The table contains one row: 'Campus Test' with Type 'Web Based Training' and Language 'English'. The 'Register' link in the Add column is highlighted with a red box.

Title	Type	Start Date	End Date	Session	Region	Facility	Language	Default Credits	Add
Campus Test	Web Based Training						English		<a href="#">Register</a>

- b. Tick the acknowledgement box then press **Next**







### Start Registration

☒ By checking this box I acknowledge that;

1. I have read the DRTO Candidate Information Sheet containing information about learners rights and responsibilities;

• [DLSN Candidate Information sheet](#)

2. I confirm that I hold the required language, literacy and numeracy skills to undertake this training, and that I have received advice on support services available to learners in Defence.

Next

Go to Course Search

6. Your enrolment is confirmed. Press the **Go to Current Learning** button or select the **Learning** link from the left navigation.

campus

Test User

Home

Course Search

Learning

## Registration Confirmation

Printer-Friendly Version

Order Contact

Test User

Learner's Domain

CA

Order Status

Confirmed

Order Number

00652000

### Order Items

Title	Learners	Type	Status	Actions
Campus Test	Test User	Web Based Training	Confirmed	

Go to Current Learning

7. Click on the **Launch** button will launch the course.

campus

Test User

Home

Course Search

Learning

Current Learning

Completed Learning

History

Checklists

## Current Learning

All | Courses | Certifications | Curricula | Mandatory

☐ Group courses by certifications and curricula

Sort By: Registration Date

Name	Status	Actions
<div> <b>Campus Test</b> (00007200) Course ID: 00004520 Duration: 00:00 hours</div>	Confirmed Registration Date: 01/09/2021	<div>Launch</div>

View Learning Assignments

8. To drop a current enrolment, click the arrow and select **Drop**.






### Current Learning

[All](#) | [Courses](#) | [Certifications](#) | [Curricula](#) | [Mandatory](#)

☐ Group courses by certifications and curricula

Sort By Registration Date

Name	Status	Actions
<div> <b>Campus Test</b> (00007200) Course ID: 00004520 Duration: 00:00 hours</div>	Confirmed Registration Date: 01/09/2021	<div><div>Launch</div><div>View Details</div><div>Drop</div></div> <div>View Learning Assignments</div>





## Using the Content Communication Trace

The Content Communication Log (CCL) can be used to view data being sent between the eLearning content and the LMS (and vice-versa). This can be useful for confirming proper functionality and also for troubleshooting. It contains information such as the completion status, scoring data, session time and suspend / tracking data.

1. Log in to the C4 System with your developer account.
2. Enrol in the relevant course (follow the instructions above *Enrolling in an Offering*). The course in this example is 'Campus Test'.
3. Click on the Tool icon to switch to Admin.
4. Select **Learning** then click on the **Content Communication Trace** link

The screenshot shows the C4 System interface. At the top, there is a navigation bar with tabs: People, HR, Learning (highlighted with a red box), Instructor, Registrar, Assessment, System, and Analytics. Below this, on the left, is a sidebar menu with various links. The 'Content Communication Trace' link at the bottom of this menu is highlighted with a red box. The main content area on the right is titled 'Courses' and contains search filters for Title, Course ID, Domain, and Audience Type/Subtype, along with a 'Search' button. Below the filters, there is a 'Courses' section with a 'New Course' link.

5. Select the **Content Log Requests** link, enter the offering (course) to trace and the learner the press **Search**.

The course enrolled will appear in the Learner Registration list, select it then press **Submit Request**.





People HR **Learning** Instructor Registrar Assessment System Analytics

Catalogue  
Content Production Repository  
Content Configuration  
Content Communication Trace  
**Content Log Requests**  
Content Log Request Status  
Content Tools  
Reports

### Content Log Requests

Submit content log requests

Offering  Learner

#### Learner Registrations

[Print](#) | [Export](#)

Learner	Offering	Offering Status	Content	Content Format	Content Status	Actions
<input checked="" type="checkbox"/> Thanh Nguyen	Campus Test	Not Evaluated	Campus Test	SCORM Package	Not Evaluated	

- Click on the Person icon to switch to Learner then launch the course listed under **Current Learning** view.

Home  
Course Search  
Learning  
**Current Learning**  
Completed Learning  
Curricula  
Recommendations  
History  
Checklists  
Financial Delegations

### Current Learning

[All](#) | [Courses](#) | [Certifications](#) | [Curricula](#) | [Mandatory](#)

☐ Group courses by certifications and curricula Sort By [Registration Date](#)

Name	Status	Actions
<b>Campus Test</b> (00017226) Course ID: 00014423 Duration: 00:00 hours	Confirmed Registration Date: 06/09/2021	<input type="button" value="Launch"/>

[View Learning Assignments](#)

- Complete the course up to the point you wish to trace.
- Switch to Admin and navigate to Content Communication Trace.
- Select **Content Log Request Status** then enter offering and learner's name, similar to logging a request, then press **Search**.





People HR **Learning** Instructor Registrar Assessment System Analytics

Catalogue  
Content Production Repository  
Content Configuration  
Content Communication Trace  
Content Log Requests  
**Content Log Request Status**  
Content Tools  
Reports

### Content Log Request Status

View content log request status

Offering    Learner

**Learner Registrations** [Print](#) | [Export](#)

	Learner	Offering	Offering Status	Content	Content Format	Content Status	Actions
<input checked="" type="checkbox"/>	Thanh Nguyen	Campus Test	Not Evaluated	Campus Test	SCORM Package	Not Evaluated	<a href="#">View Log</a> <a href="#">Delete</a>

4. An example of a Communications Log after clicking on the **View Log** link.





```
Content Communication Log

September 6, 2021 6:09:41 PM AEST
Command Received = LMSInitialize
Content Item: Course Object title

September 6, 2021 6:09:41 PM AEST Response data (Data sent by Saba LMS to content) =
cmi.core.student_id = THANH.NGUYEN5
cmi.core.student_name = Nguyen, Thanh
cmi.core.credit = credit
cmi.core.entry = ab-initio
cmi.core.lesson_mode = normal
cmi.launch_data =
cmi.suspend_data =
cmi.core.lesson_location =
cmi.core.lesson_status = not attempted
cmi.core.score.raw =
cmi.core.score.min =
cmi.core.score.max =
cmi.core.total_time = 00:00:00
cmi.comments =
cmi.comments_from_lms =

cmi.student_data.mastery_score =
cmi.student_data.max_time_allowed =
cmi.student_data.time_limit_action =
cmi.student_preference.audio = 0
cmi.student_preference.text =
cmi.student_preference.language = 0
cmi.student_preference.speed = 0

September 6, 2021 6:10:03 PM AEST
Command Received = LMSCommit

Data sent by content to Saba LMS:
cmi.core.lesson_status = incomplete
cmi.core.lesson_location = Slide%204.%20
cmi.core.exit = suspend
cmi.core.score.raw = 0
cmi.core.score.max = 1
```

## Submitting your content to Campus

### For Developers:

It is a requirement for Content Developers to test their content in the C4 environment to ensure it meets the functional and technical requirements for hosting on the Campus LMS.

Testing of the content in C4 must be conducted in accordance with the Campus Test Script, a link to this can be found on the C4 home page under the heading **Developer Documentation**.





Once the developer has completed all required development work, inform your client that they can now review the course in full on C4 using the learner accounts provided in the same domain.

### **For the Policy Owner (SME) / Client:**

All eLearning content must also be thoroughly reviewed, beginning to end, by the Defence Subject Matter Experts (SME's) **prior** to submission to Campus. Failure to properly review the content will result in delays to the release of your course.

If any errors are identified, inform the course developer so that they can make the changes or amendments.

Once you successfully complete your User Acceptance Testing (UAT) on C4 and the courseware is **100% ready for release to learners**, submit the *Campus Content Submission* form (found under the heading *Developer Documentation on the C4 homepage*) to your Learning Business Partner, **NO FURTHER CHANGES CAN BE MADE TO THE CONTENT AFTER SUBMISSION OF THIS FORM.**

An Answer key (if applicable) must also be provided to the Campus Test Team and should be emailed to [campus.testing@defence.gov.au](mailto:campus.testing@defence.gov.au).

### **How to submit your eLearning courseware to Campus:**

The SCORM courseware must be submitted to Campus by the course developer or the Policy Owner (SME). Email the Campus Test Team [campus.testing@defence.gov.au](mailto:campus.testing@defence.gov.au) stating clearly the **Course title**, **Course ID** and **Offering ID**.



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**Note:** The content should only be submitted if it is the final version and ready for release on Campus. **No changes can be made to the content after submission to Campus. Be sure before you submit!**

---

For further information refer to Process Flow Chart under the heading *Developer Documentation* on the C4 homepage.



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**Note:** Developers will only be able to upload, edit, and test their own course content and Offerings. Policy areas (SME) / Clients can enrol into their own Offerings to review and approve the content.

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## Frequently asked questions

### [Q. Can I delete Content / Courses / Offerings?](#)

A. In most situations, you cannot delete Content, Courses, or Offerings once they have been uploaded / created. However, for a particular training course you can re-use a single Course and Offering and just add different content versions by using the *Disable and Replace Module* function on the Offering details (refer to step 7 under *Create new Offering*).

### [Q. I have created a Course / Offering but it does not show up in a search from the homepage?](#)

A. The database will periodically refresh to pick up any newly created Courses or Offerings, but you can also manually refresh the database so that they are available immediately. Click **Systems** on the top menu, select **Indexes** on the left navigation menu, then click on the **Generate Index** link:

Index Name	Last Generation Date	Last Generation Time	Generation In Progress	Generation Triggered By	Actions
Person	20/08/2021	00:00	No		<a href="#">Generate Index</a> <a href="#">Configure Index</a> <a href="#">Generation</a> <a href="#">Frequency</a> <a href="#">View Index</a> <a href="#">Generation</a> <a href="#">History</a> <a href="#">Restart Index</a> <a href="#">Generation</a>

## Where to get help

For technical support, contact the Campus Test Team – [Click Here](#)

For business support and general inquiries on developing courses for Campus, please contact the [DPG Learning Strategist](#).

