

User Guide - C4

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.



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.

campus
COURSEWARE
COMPATIBILITY
CENTRE

Username X

Password

Sign In

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

campus Test User

NAVY

ARMY

AIR FORCE

APS

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 © Department of Defence 2019-2021 | [About](#) | [1800Defence](#) | [Help](#)



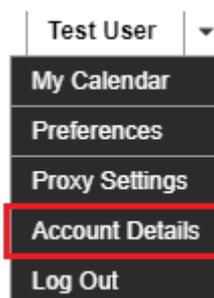


Reset Password

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 four fields: 'Employee ID' with the value 'TEST.USER', 'Current Password*', 'New Password*', and 'Confirm New Password*'. Each of the three password fields has an empty text input box. At the bottom of the form, there are three buttons: 'Save', 'Save and Close', and 'Cancel'.

5. Your password should have now reset.





The screenshot shows the 'campus' web application interface. At the top left is the 'campus' logo. In the top right corner, there is a user profile icon labeled 'Test User'. A navigation menu on the left includes 'Home', 'Course Search', and 'Learning'. The main content area features a horizontal banner with four panels: 'NAVY' (showing a ship), 'ARMY' (showing a tank), 'AIR FORCE' (showing a fighter jet), and 'APS' (showing three people). Below the banner, there are two columns. The left column has a section titled 'Current Learning' with a sub-section 'No items found'. The right column has a section titled 'Developer Documentation' containing a sub-section 'Developer Documentation' with three bullet points: 'Click here to view the form required to accompany course content submissions to Campus.', 'Click here to view the C4 FAQs', and 'Click here to view a flow chart of the content upload process.' At the bottom of the page, there is a footer with the SABA logo and copyright information: '© Department of Defence 2019-2021 | About | 1800Defence | Help'.





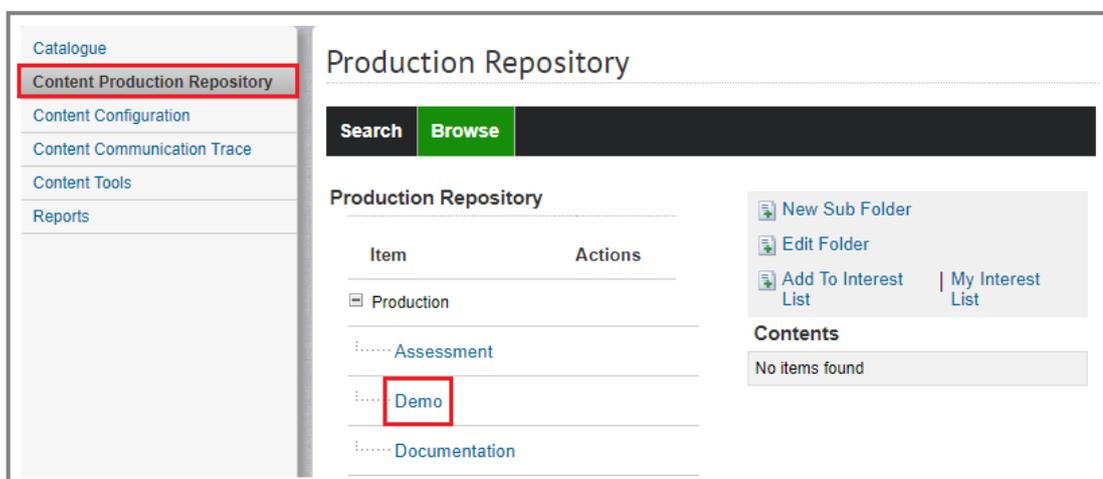
Load course content to C4 content server

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.

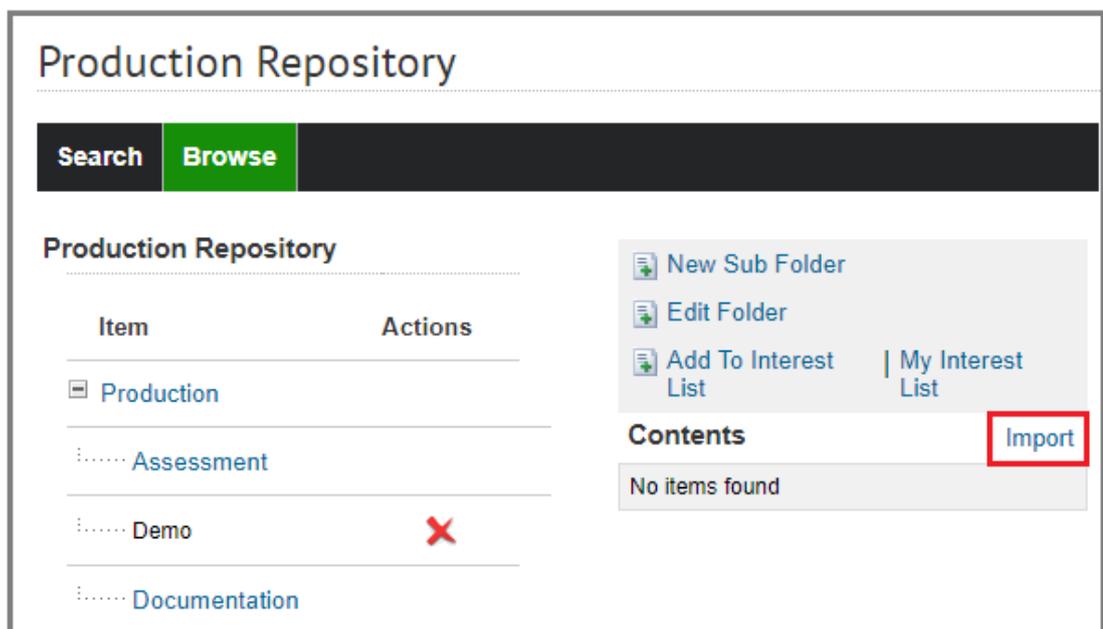
1. Once you are logged in, you will see a tool icon, click on it



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'.

The screenshot shows the 'Import Content' form with the following fields and values:

- 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: (empty)
- Parent Folder: Demo
- Content Provider: -Select One-
- Delivery Vendor*: Saba

Buttons: 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.





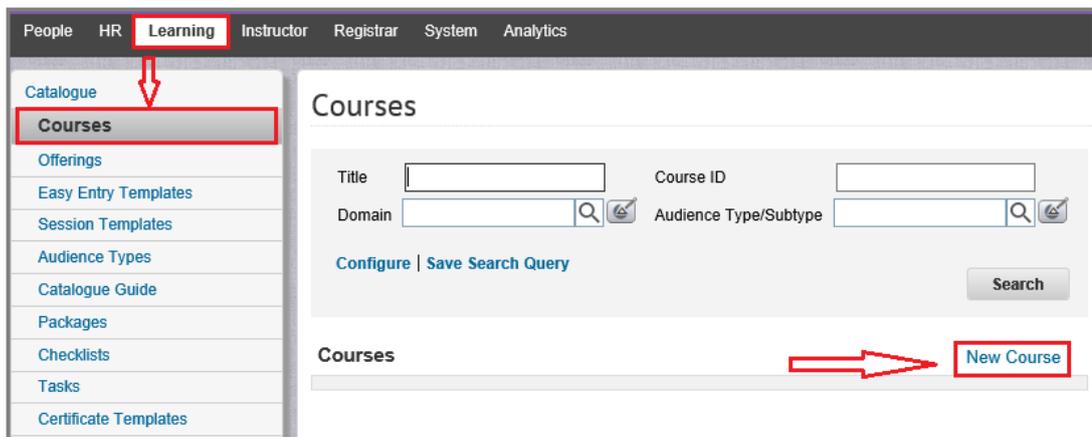
Create a new course

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*

Course ID

Domain*

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** **Policies** **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** **Delivery Types** **Notifications** **Ratings** * = required

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





- 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 00004520

Domain* CA Q

Description Character Limit: 255

Course Description

Duration(HH:MM)* 00:00

- 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 **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**

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* 🔍 🗑️

Description Character Limit: 1000

Course Description

Delivery Mode Description

Scheduling Details

Language* 🔍 🗑️

Duration(HH:MM)*

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

Pop-up Window:
Add Learning Assignments
Add Tasks
Add Content
Add Check List

Buttons:
Add Learning Assignments
Add Learning Assignments
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-
Version Number:
Content Type: -Select One-
Author:
Folder Name:
Available From <=:
Last Modified On <=:
Owner:
Delivery Vendor: -Select One-

Name: **Campus Te%**
Content Format: -Select One-
Language:
Keywords:
Available From >=:
Last Modified On >=:
Competency:
Content Provider: -Select One-
Include non-scoring content modules:

Search

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

Search Browse

Folder Type: -Select One-
Version Number:
Content Type: -Select One-
Author:
Folder Name:
Available From <=:
Last Modified On <=:
Owner:
Delivery Vendor: -Select One-

Name: Campus Te%
Content Format: -Select One-
Language:
Keywords:
Available From >=:
Last Modified On >=:
Competency:
Content Provider: -Select One-
Include non-scoring content modules:

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 type="text"/>		<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
<input type="radio"/>	<input type="radio"/>	Training Content	Campus Test	Attempts on Content Allowed: Unlimited ? Sign Off: Status: Enabled Mastery Score: N/A	Required	Actions



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 a web interface for 'Pre-Class Assessment'. At the top, there are links for 'Add Pre-class Assessment' and 'Change Status'. Below this is a section for 'Learning Content' with a table. The table has columns for 'Up', 'Down', 'Type', 'Module Name', and 'Details'. One row is visible with 'Training Content' and 'Campus Test'. To the right of the table, there is an 'Actions' dropdown menu. The 'Disable and Replace Module' option is highlighted with a red box. Other options in the menu include 'Edit Assignment Details', 'Disable Content Module', 'Delete', 'Edit Content', and 'Configure Attempts on Content'.

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' 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 'Campus%' entered, an 'Advanced Search' link, and a 'Search' button. Below the search area is a section titled 'Courses' which is currently empty.

3. The search results will display.

The screenshot shows the search results for 'Campus Test'. The search input field still contains 'Campus%'. Below the search area, a table displays the results. The table has columns for Title, ID, Offerings, and Actions. The first row is highlighted with a red box.

Title	ID	Offerings	Actions
Campus Test	00004520	1	Display Offerings

4. Select Display Offerings.





The screenshot shows the 'campus' search interface. The search bar contains 'Campus%'. Below the search bar, there is a table of search results. The table has columns for Title, ID, Offerings, and Actions. The first row shows '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	Display Offerings

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' 'Learning Offerings' screen. The search criteria are filled out: Title 'Campus Test', Course ID '00004520', and Course Ratings 'All'. Below the search criteria, there is a table of learning offerings. The table has columns for Title, Type, Start Date, End Date, Session, Region, Facility, Language, Default Credits, and Add. The first row shows 'Campus Test' with Type 'Web Based Training', Language 'English', and a 'Register' link highlighted in a red box.

Title	Type	Start Date	End Date	Session	Region	Facility	Language	Default Credits	Add
Campus Test	Web Based Training						English		Register

- 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

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

Current Learning

All | Courses | Certifications | Curricula | Mandatory

Group courses by certifications and curricula Sort By: Registration Date

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

[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
 Campus Test (00007200) Course ID: 00004520 Duration: 00:00 hours	Confirmed Registration Date: 01/09/2021	Launch ▼ View Details Drop

[View Learning Assignments](#) ▼





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 Admin interface. At the top, there is a navigation bar with tabs for People, HR, Learning (highlighted with a red box), Instructor, Registrar, Assessment, System, and Analytics. Below this is a sidebar menu under the heading 'Catalogue'. The 'Learning' section is expanded, showing various links. The 'Content Communication Trace' link at the bottom of this list is highlighted with a red box. To the right of the sidebar, the 'Courses' section is visible, featuring search filters for Title, Course ID, Domain, and Audience Type/Subtype, along with a 'Search' button and 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	<input type="button" value="Submit Request"/>

- 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

Name	Status	Actions
Campus Test (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	View Log Delete

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.

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 stating clearly the **Course title**, **Course ID** and **Offering ID**.



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.



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.





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:

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

System Configuration
Sites
Modules
Components
Business Rules
Functionality
Security Roles
Domains
Notification Events
Periodic Events Schedule
Notification Text Blocks
Notification Server Status
Notification Errors
Jet
Locales
Languages
Currencies
Exchange Rates
Indexes

Indexes Publishing Mode

Verify that the Trigger Index Generation notification event is enabled before you generate an index. Index generation relies on this notification event.

Indexes Print | Export

Index Name	Last Generation Date	Last Generation Time	Generation In Progress	Generation Triggered By	Actions
Person	20/08/2021	00:00	No		Generate Index Configure Index Generation Frequency View Index Generation History Restart Index Generation

[Refresh](#)

Where to get help

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

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

