OnCourse Direct

www.OnCourseLearning.com

ADMINISTRATOR GUIDE
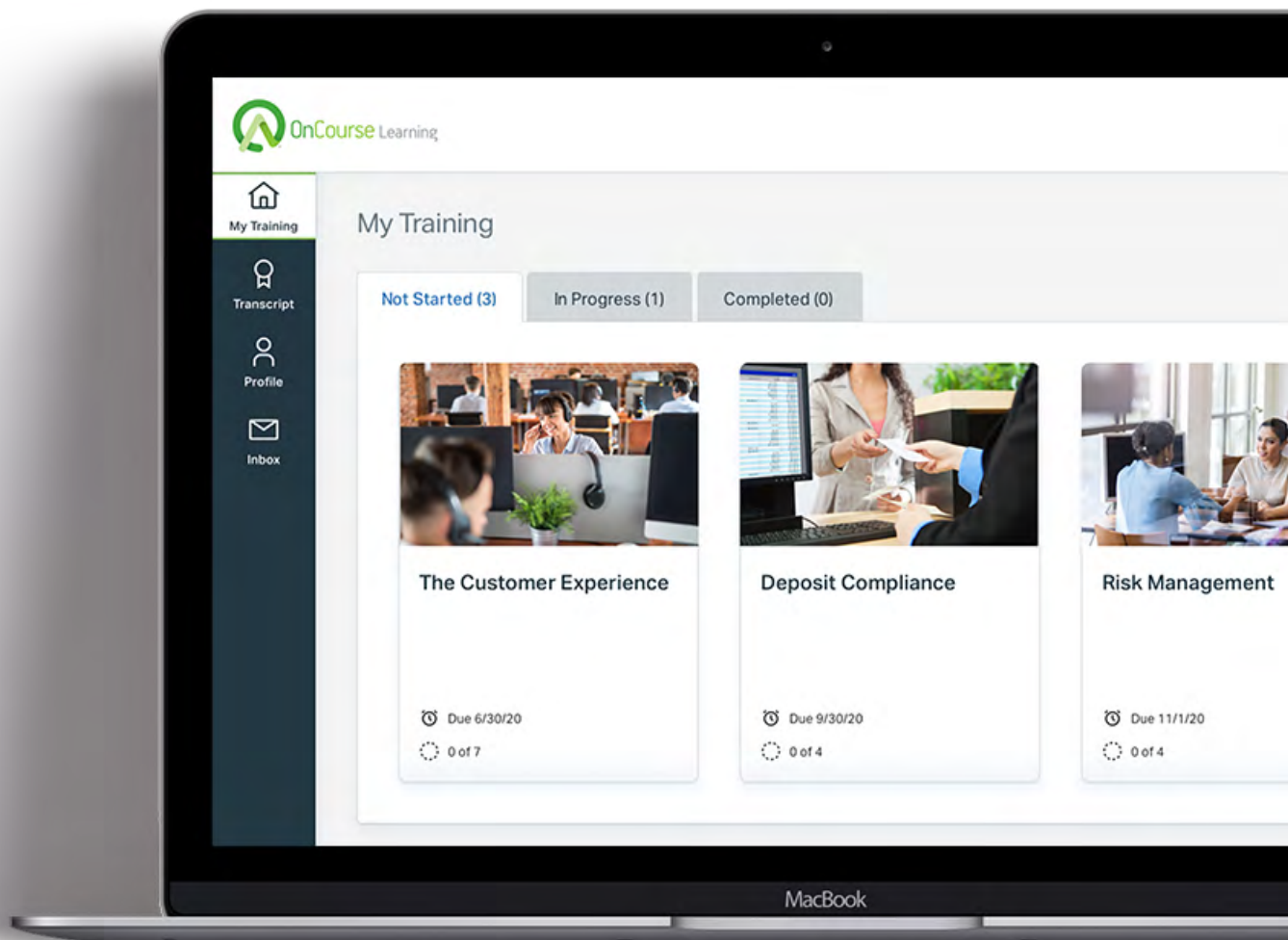### IMAGE MANAGEMENT FOR THE NEW STUDENT PORTAL

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INTRODUCTION

The new **OnCourse Direct** Student Experience includes enhancements designed to make it more accessible to people with disabilities in compliance with Web Content Accessibility Guidelines (WCAG) as well as improve the overall student experience. In addition, the navigation, interface and content are easier to see and hear and ensures the content can be interpreted by web browsers and assistive technologies.
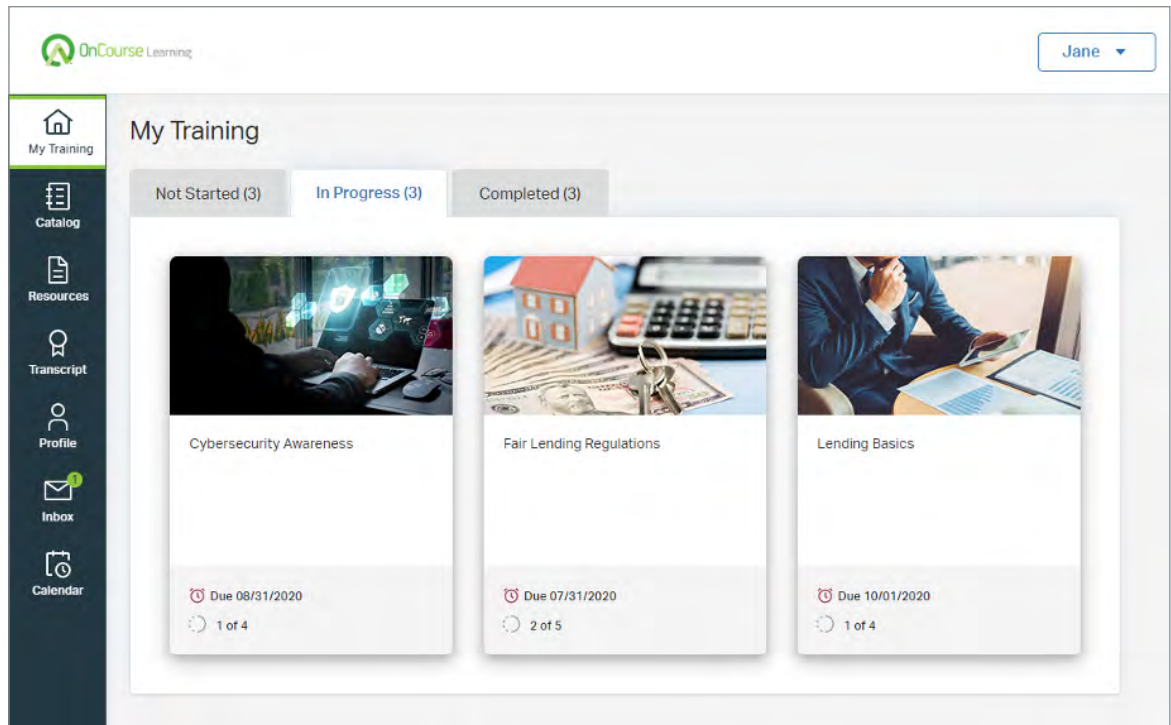
Some of these enhancements include:

• Improved navigation and usability

• Responsive design

• New training program images

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NEW STUDENT EXPERIENCE

When students visit their **My Training** page or the **Catalog**, they will now see a visual representation of the training. Below is an example of these pages.
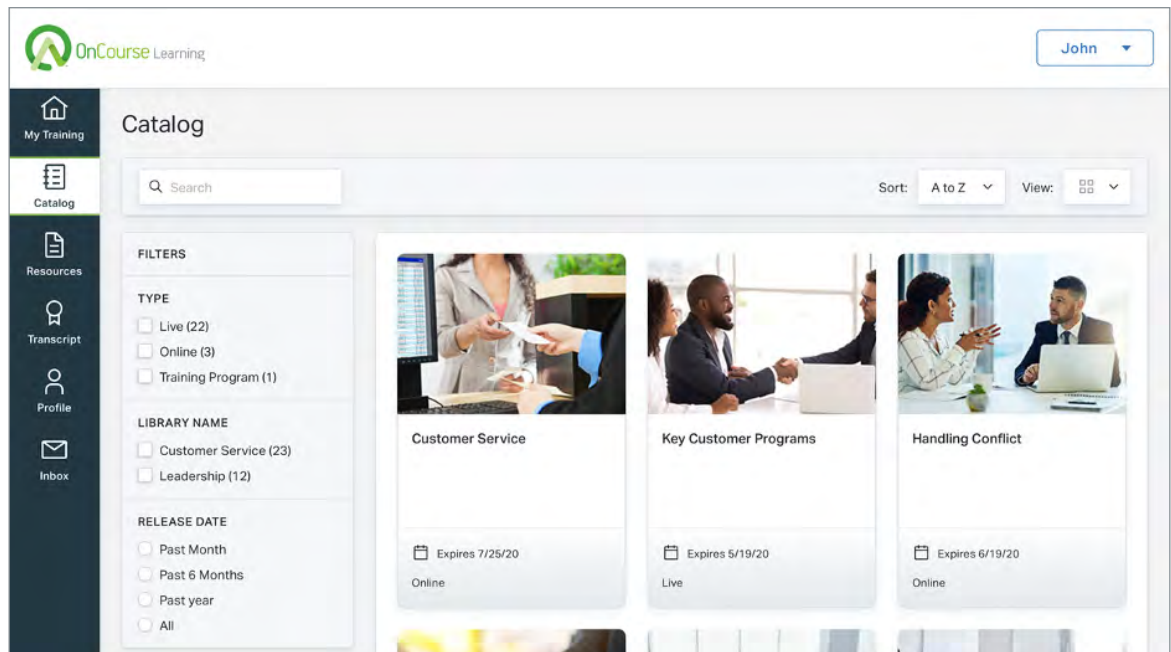
MY TRAINING

CATALOG

IMAGE MANAGEMENT

Customers who have the **Course Management > Training Administrator** permission enabled have the ability to manage a folder structure of images for your Administrators that create training programs and courses to select from. These images are available in addition to the global images provided within your learning management system.

First review the **Global Images** that are available by editing or adding a training program or course to see if there are additional images you would like to upload as **Customer Images** to your learning management system.

GLOBAL IMAGES

There will be a subset of images that are available to all customers. Administrators can use these images but will not have the ability to edit them. They are managed by OnCourse Learning and are labeled and geared toward the course series we offer in our catalog. These will not appear to you in the new **Image Management** module and are only available when you edit training programs and courses and select the desired image.

NOTE: All OnCourse Learning courses and training programs will have pre-set images.
You will only need to add images to those courses and training programs that you upload or create.

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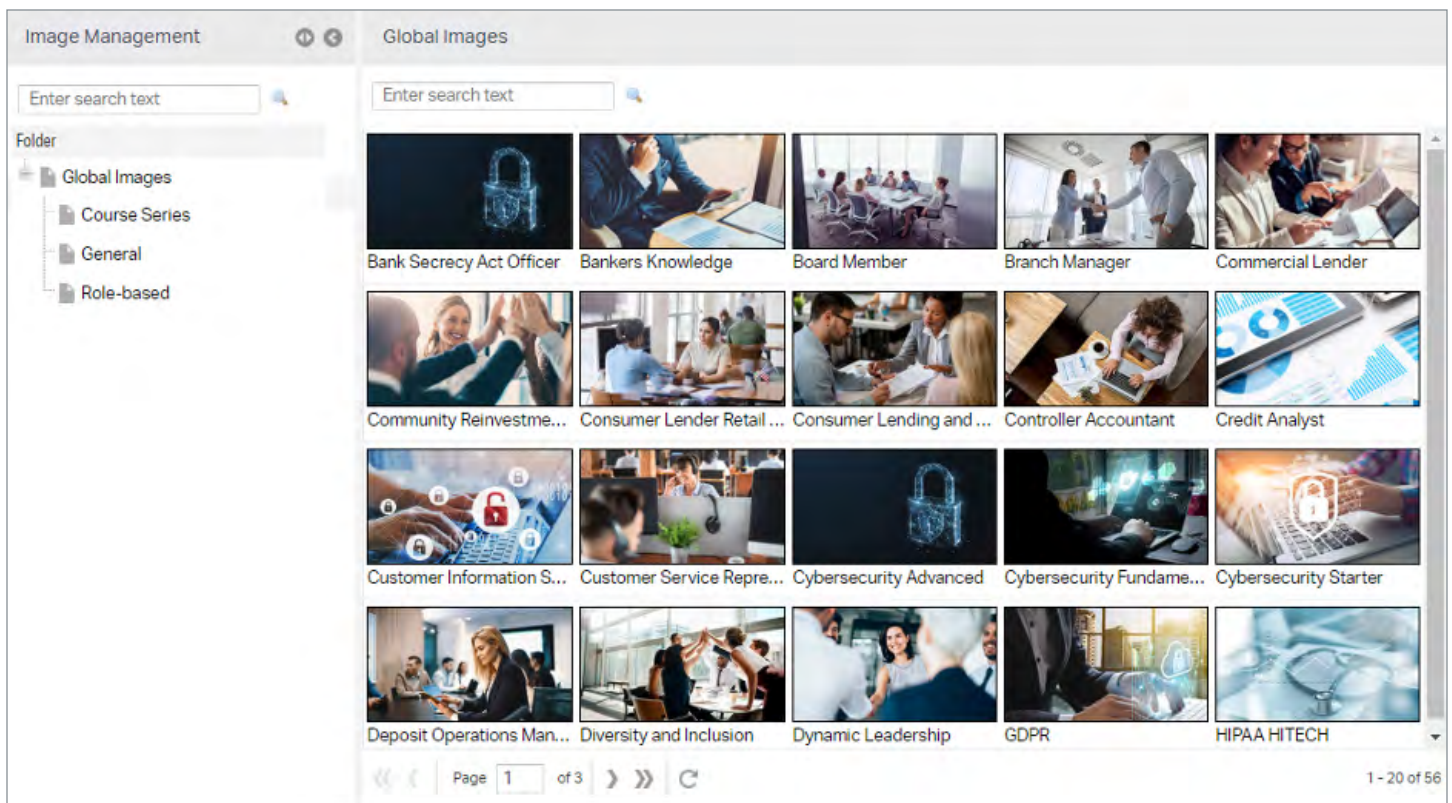
IMAGE MANAGEMENT

CUSTOMER IMAGES

If there are additional images you would like to upload and use for the courses and the training programs you create, these can be uploaded through the **Image Management** module and will only be available to your organization. While folders are not necessary, they do allow you to categorize your images to make them easier to locate. If you don't want to create a folder structure, all images can be uploaded into the **Customer Images** root folder.

The available actions in Image Management include:

- Create and manage a folder structure

- Upload and manage images in folders

If you have access to a marketing resource in your organization, they typically have a number of images that you will be able to upload and use. If not, there are a number of internet sites that have royalty-free images, a couple examples include pixabay.com and unsplash.com.

MANAGE FOLDERS

When managing folders, you will have the ability to create, name, rename, reorder, and delete folders.

For organizational purposes, folders can have sub-folders. Be aware that if a folder is deleted, all of the images within that folder will also be deleted.
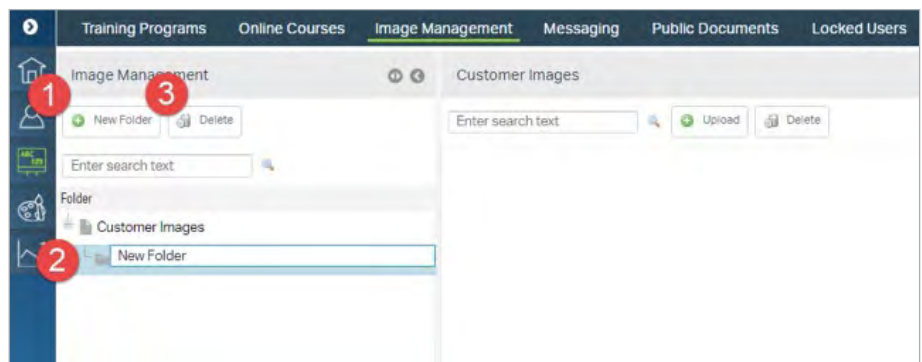
1) **To Create a New Folder**

Highlight the folder you want the new folder to be under, click the **New Folder** button

- If you want a main-level folder, highlight the **Customer Images** root folder

- If you want a sub-folder, highlight the desired parent folder

- Replace the default 'New Folder' name with the desired name and press the Enter key

2) **To Rename a Folder**

Double-click the folder name, enter the new name, and press the Enter key
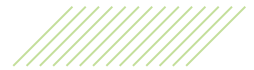
3) **To Delete a Folder**

Select the folder and click the **Delete** button. You will be prompted to confirm you want to delete the folder and all associated images

4) **To Move a Folder**

To move a folder, click-and-drag the desired folder under the new parent folder

5) **To Search for a Folder**

The search feature will search the folder name

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IMAGE MANAGEMENT

MANAGE IMAGES

When managing images, you can upload, move, and delete them. You can also set keywords for easy searching and alt text for accessibility, if necessary. You can upload up to ten images at a time.

When uploading images, you will be able to crop the images to the appropriate size. For reference, the final image size is 288x162 pixels, supporting a 16:9 aspect ratio. Image formats supported include both .jpg and .png.

To Upload an Image:

1. Select the folder where you are uploading images

2. Click the **Upload** button

3. Select the desired image(s)
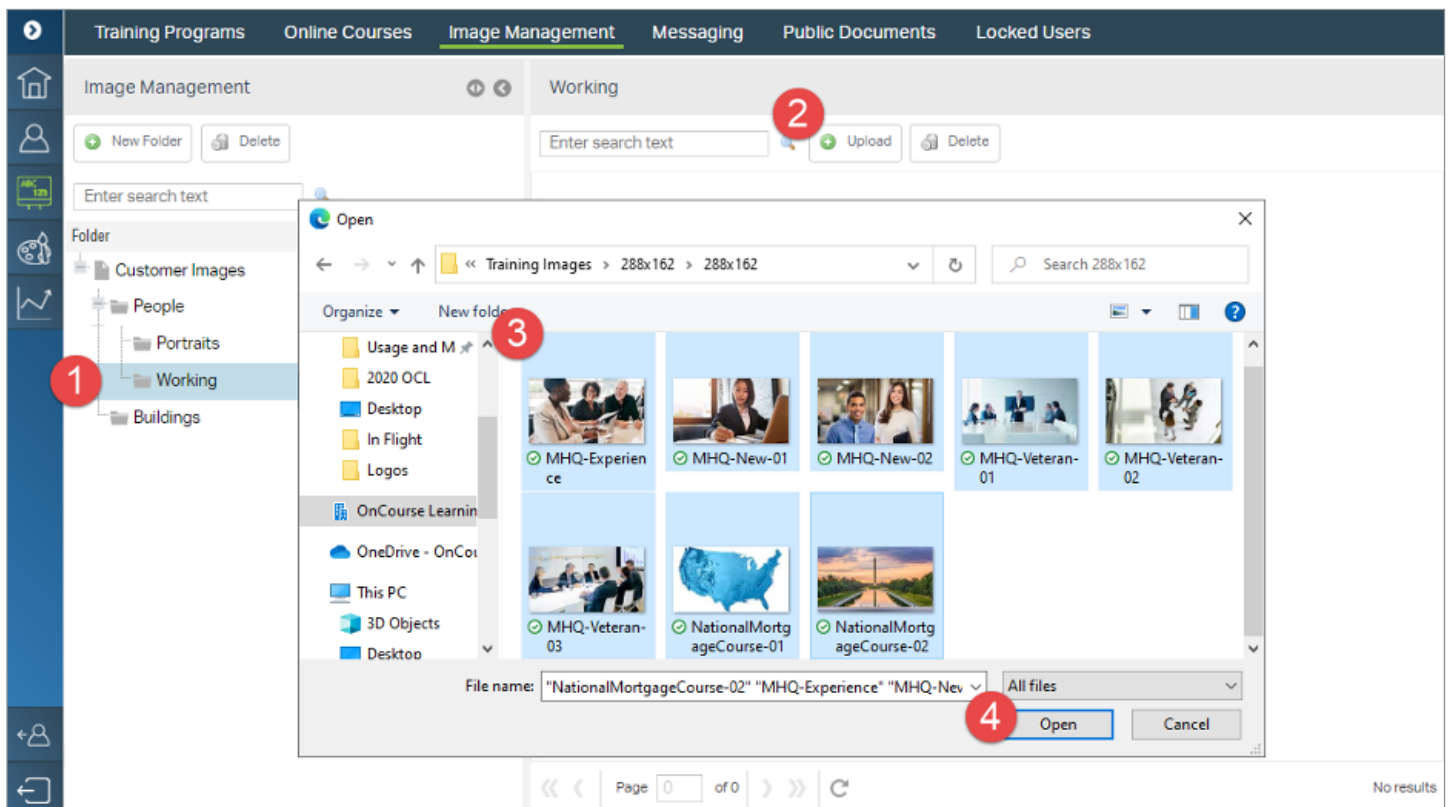
4. Click the **Open** button

IMAGE MANAGEMENT

If necessary, use the Crop Images popup to:

5. Zoom in or out by dragging the scale

6. Select the desired area by dragging the portion of the image into the smaller window

7. Click the **Next** button to move through each image
   You must click through each image to review and crop if necessary
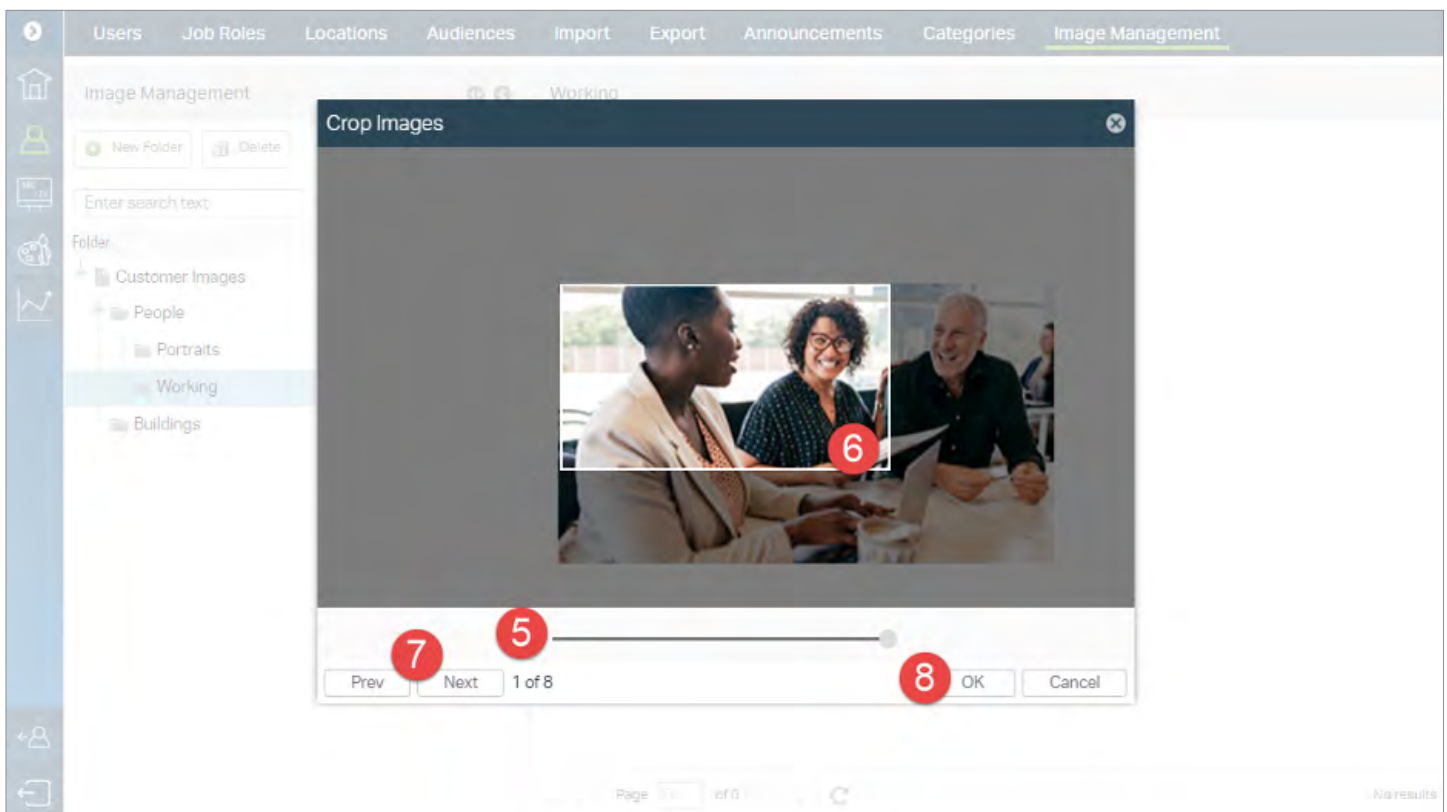
8. Click the **OK** button to accept all of the changes

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IMAGE MANAGEMENT

Once you upload your images, you will then update the following information in the Image Uploader

9. **Name** – will default to the file name, but it will be included in the image search so you may want to give it a more descriptive name

   Alt Text – this will add alternative text for screen readers to describe the appearance and function of an image on the page. If the image is decorative and does not serve a function, you can leave this field blank. This image is reusable on multiple training programs or courses. Make sure you consider text that will be appropriate regardless for what training it is selected.

   Keywords – will be included in the image search

10. Click the **Save** button to complete the upload process

11. Double-click on the image to edit the **Name**, **Alt Text**, and **Keywords** field or to reupload the image

12. You can also click-and-drag an image to a new folder
    Note: An image can only exist in one folder
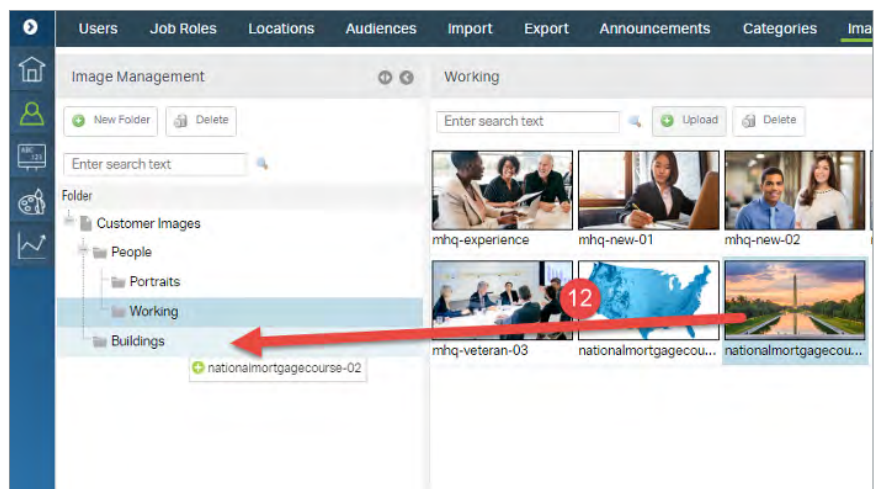
The **Customer Images** folder will display all images by default to easily scan or search. To narrow down the images displayed, select individual folders. The selected folder will display all images within that folder and any of its sub-folders.

For example, in the previous image if you select the **People** folder, it will also display all images in the two sub-folders of Portraits and Working.

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APPLYING IMAGES TO ACTIVITIES

Whether you choose to use the **Global Images** provided or upload your own **Customer Images**, once you are ready, you can add images to your training activities that will be assigned to your students or made available to them in the **Catalog**.

Activities can be training programs, Artisan courses, online courses, or classroom courses.
In each of these four types of activities, you can select a specific image that will display to students in their student portal.

NOTE: If the course is within a training program, only the training program image will appear to the student.
If you do not use either public courses or course libraries, you do not have to manage course-level images.

How to Apply an Image to an Activity

1. Navigating to the desired activity
   On the **General** tab you will see a **Catalog Image** field and the **Image Preview**. The Image Preview will initially display the default image. This image will display to students if no other image is selected. Once you select a different image it will be displayed in the **Image Preview** as the image that will represent this activity in the student portal.
   Catalog Image will be blank if using the default image.

2. Click the **select** [...] **button** to select a different image

3. Clicking the cancel button will remove the selected image and apply the default image
   Image Preview displays the selected image that will appear to students

4. Add an **Ancillary Image**, which can be added to either Certificates, Accreditations, or Messages using the image parameter within those modules *(this field was previously available with the label Image; the only change here was a label change)*
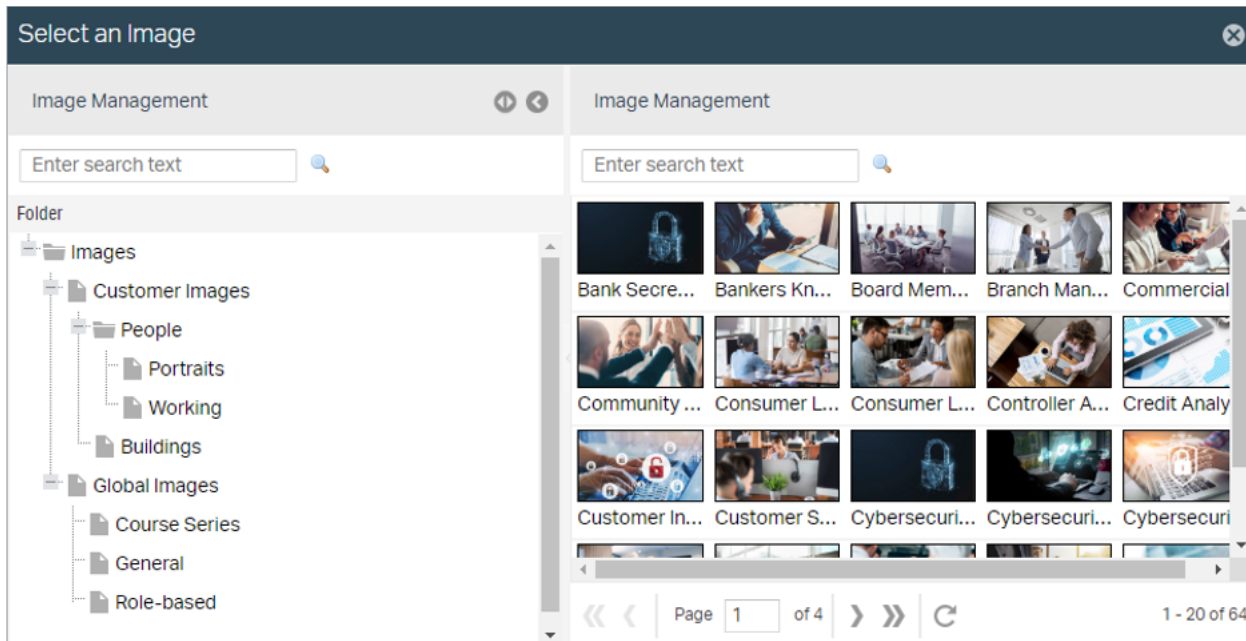
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APPLYING IMAGES TO ACTIVITIES

SELECTING AN IMAGE

When you click the **select** [...] **button** you will be presented with the **Select a Catalog Image** popup. Images are categorized within the folder structure in the left panel. All images will display by default in the right panel.

To narrow your options, you can either select a folder or use the search capabilities. Notice there are two searches on this screen, you can search by either the **Folder** name in the left pane and/or the **Image Name** or **Image Keywords** in the right pane.


The folder structure has two main folders:
Customer Images and **Global Images**. The **Global Images** are a collection of images provided by OnCourse Learning for you to use. If these images do not meet your needs, or you have specific images you wish to use in addition to the global images, these can be uploaded to your learning management system *(see the Customer Images section)*.

These folders can be expanded. By selecting individual folders, the images available will narrow based on the images within the selected folder and all of its sub-folders.

For example, selecting **Catalog Images** will display all customer and global images. Clicking **Customer Images** will display all of the images your organization uploaded and none of the images provided by OnCourse Learning in the **Global Images** folder.

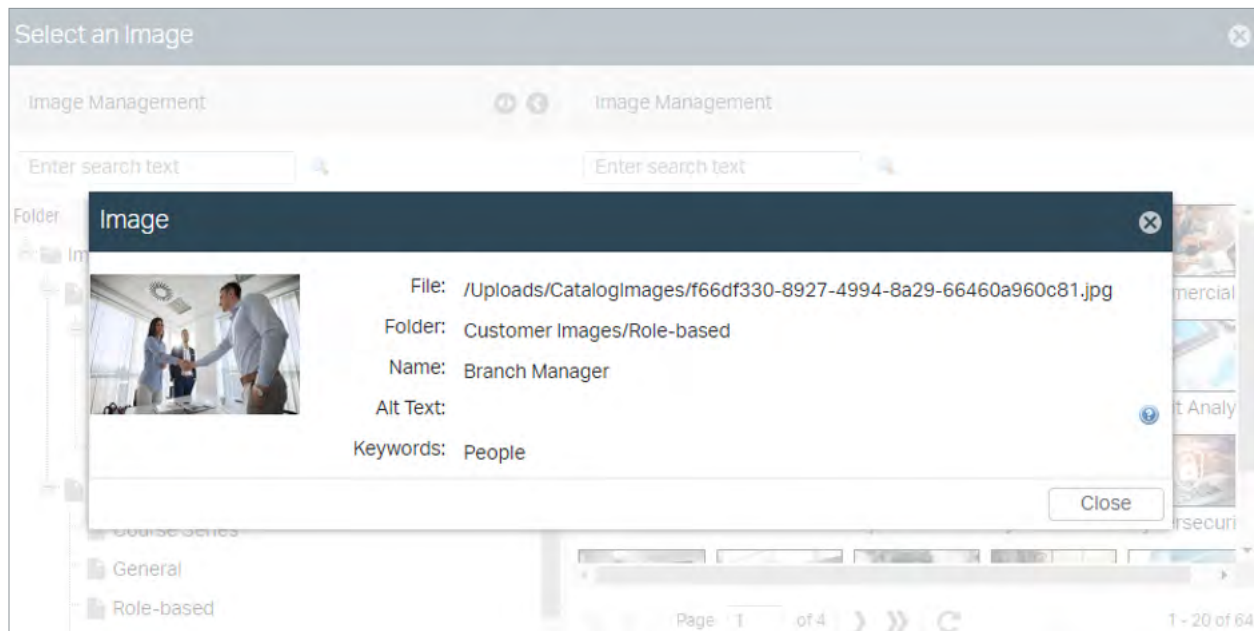OnCourse Learning
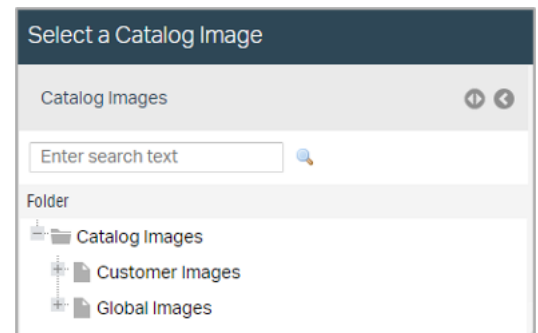
APPLYING IMAGES TO ACTIVITIES

PREVIEWING AN IMAGE

- **Double click** on any image to see relevant information.

  For example, learn what keywords would bring this image up in a search next time you are looking for a similar image.

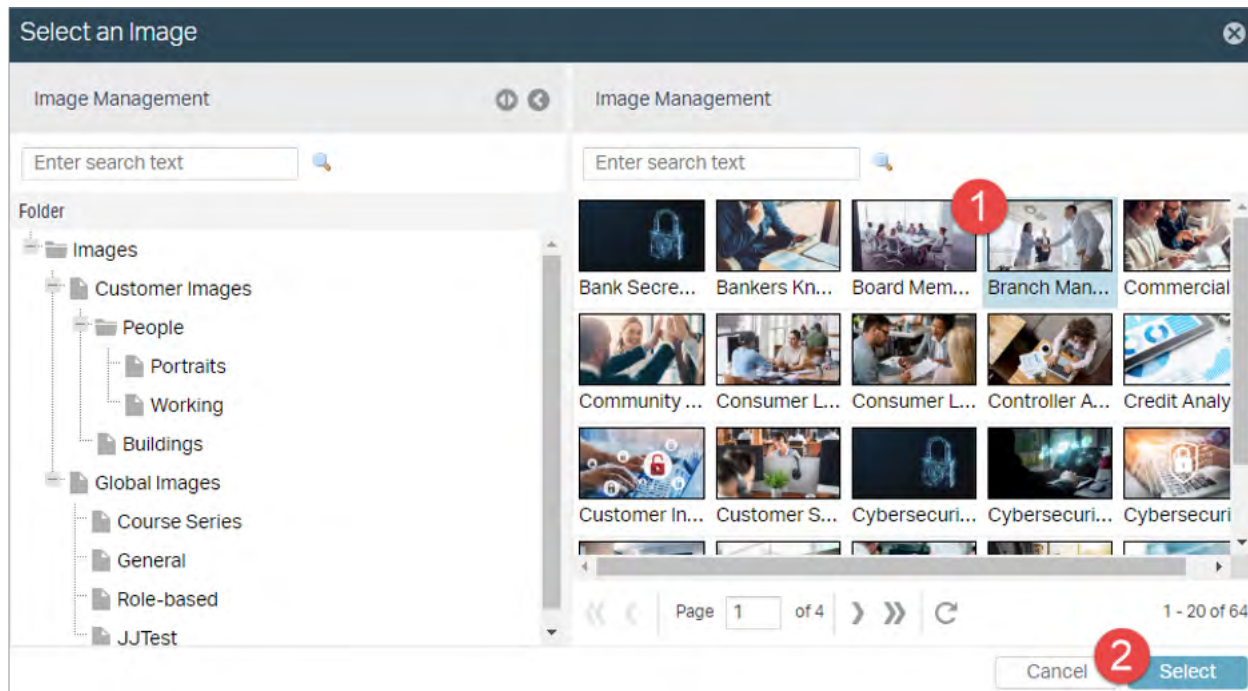- **Close** the popup to return to the previous view.

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APPLYING IMAGES TO ACTIVITIES

APPLYING AN IMAGE

Once you locate the image:

1. Click the image to select it

2. Click the **Select** button to apply it to your activity

The selected image will now display in the **Image Preview**. To return to the default image, click the **Cancel** button.

Always remember to save your activity so that any changes are retained. This image will now display for this activity in both your students' **My Training** and **Catalog** views once you enable the new student experience.