



How to Upload External Content as a Course Stage

How to Upload External Content as a Course Stage

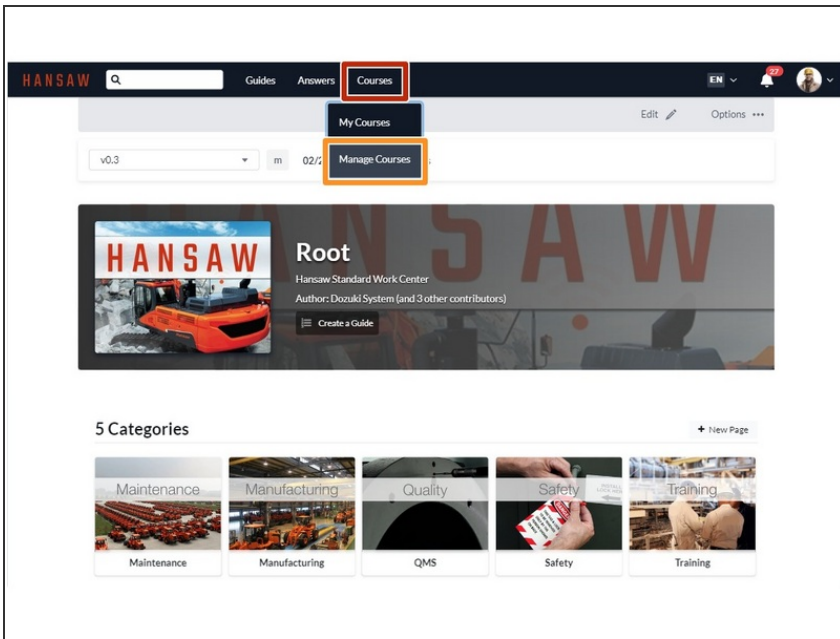
Written By: Dozuki System



INTRODUCTION

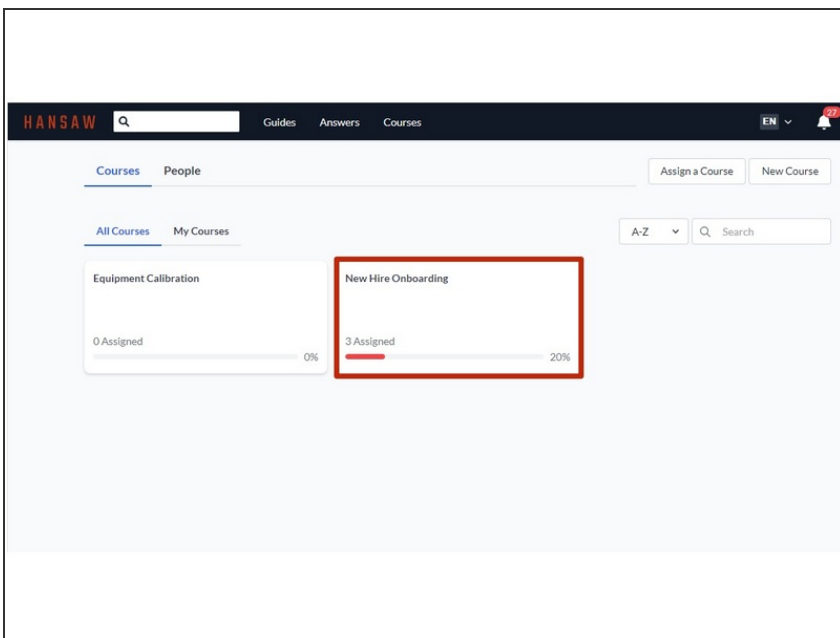
Dozuki gives you the ability to upload external content, such as SCORM modules, to course stages. This allows for the wide functionality of third-party modules and integrations while allowing you to keep training and onboarding within Dozuki.

Step 1 — How to Upload External Content as a Course Stage



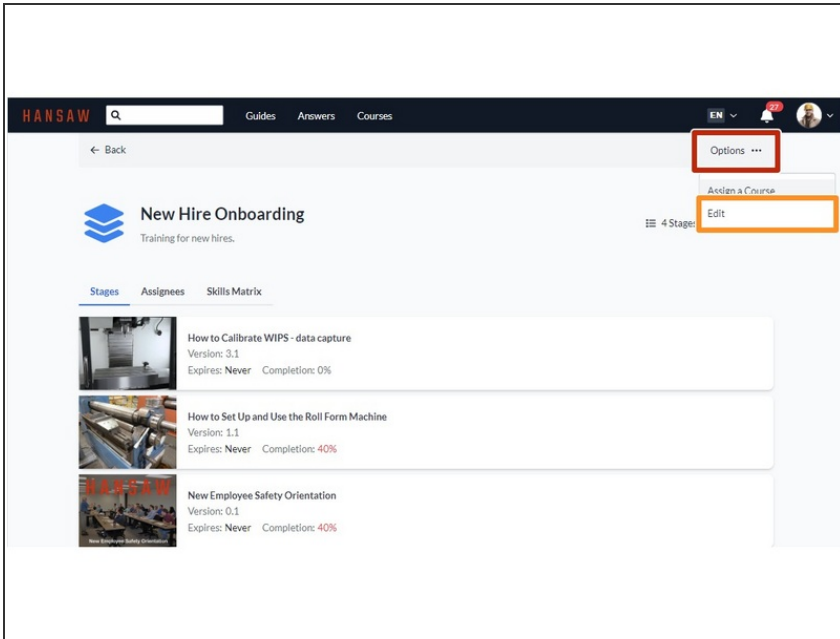
- Click on the **Courses** tab along the top banner.
- Click **Manage Courses**.

Step 2



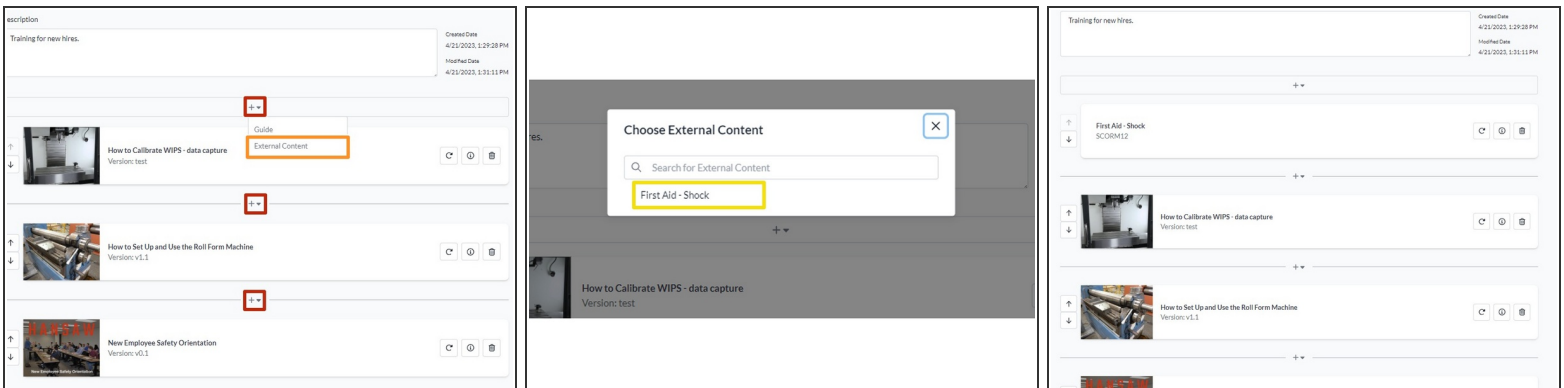
- Click on an individual course to edit.

Step 3



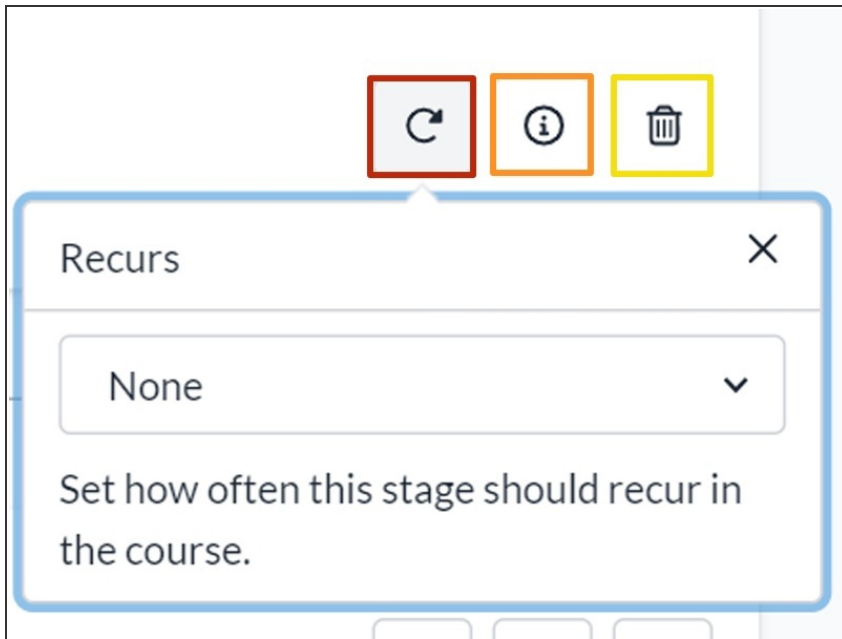
- On the course page, click **Options**.
- Select **Edit** from the drop-down menu.

Step 4



- Click the **+** icon where you want to add new content.
- Click **External Content**
- Select the desired file.

Step 5



- i** The external content can be managed just like Dozuki content within a course stage, including the same management functions for Recurrences and Invalidation settings.
- Click the circular arrow to set or manage Recurrences. More details can be found in [How to Change Recurrence Settings for a Course Stage](#).
 - Click the **i** to manage Invalidation settings. More details can be found in [How to Change Invalidation Settings For a Course Stage](#).
 - Click the trashcan icon to delete the stage.
- ☒ You will not be prompted to confirm the deletion, so be careful not to click this by accident!