



How to Upload External Course Content Into Dozuki

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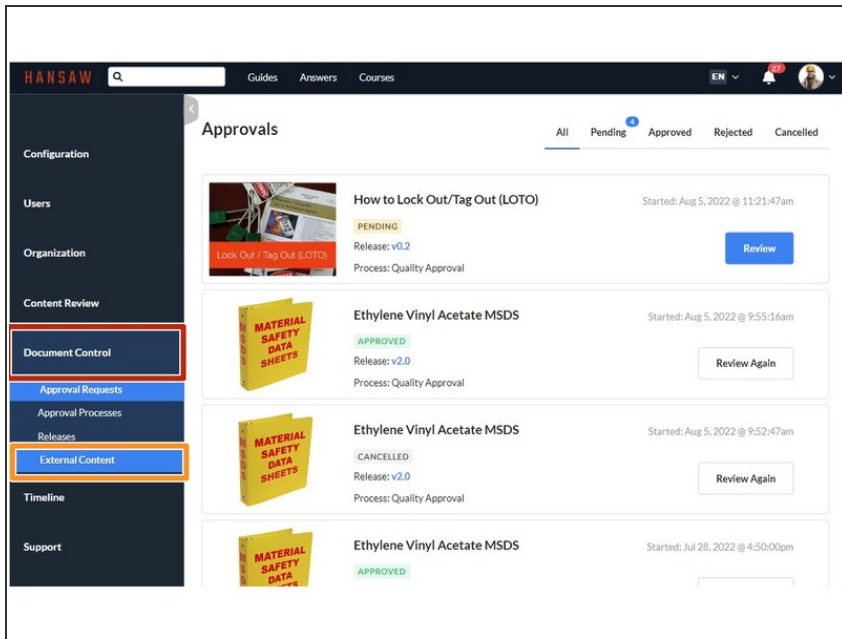
Written By: Dozuki System



INTRODUCTION

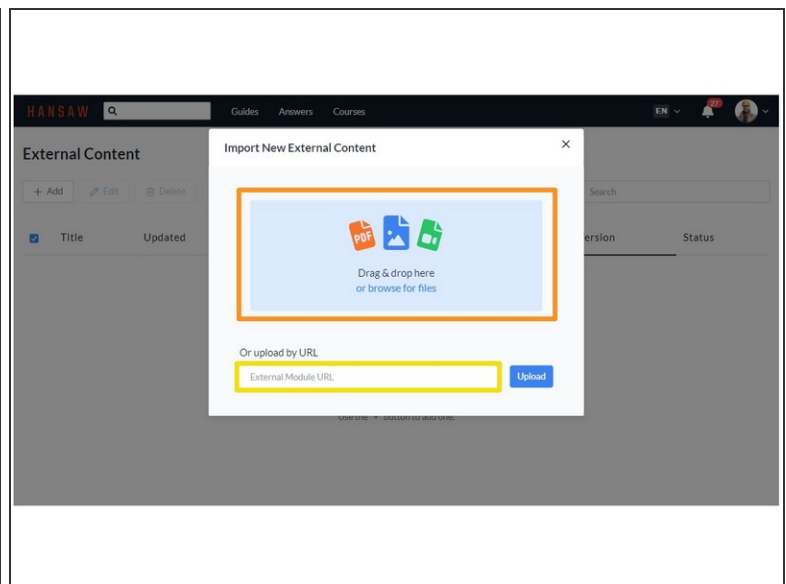
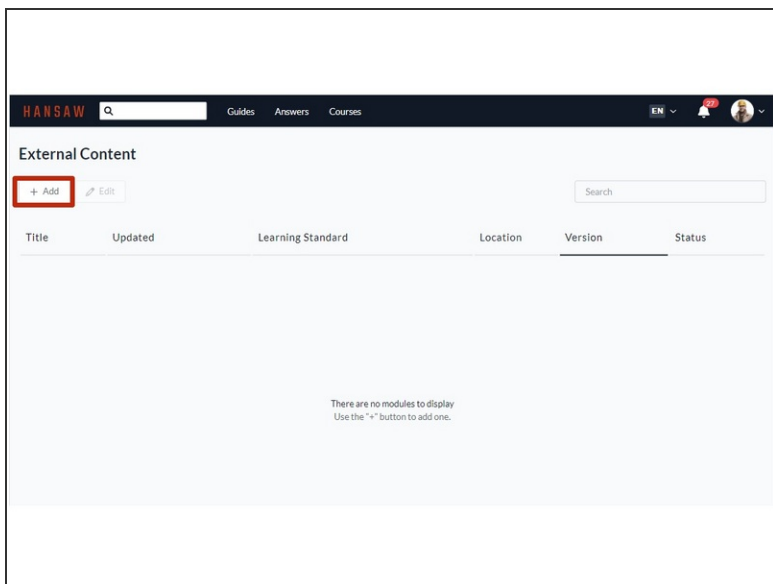
The **Document Control** section of the Management Console allows you to upload external content to Dozuki for use as Course content.

Step 1 — How to Upload External Course Content Into Dozuki



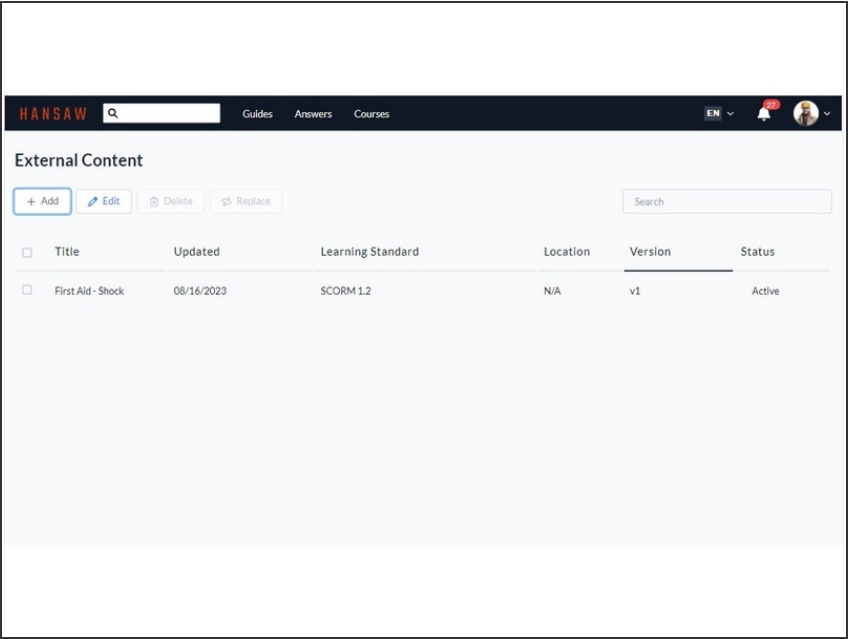
- From the Management Console, click the **Document Control** tab.
- Click **External Content**.


Step 2



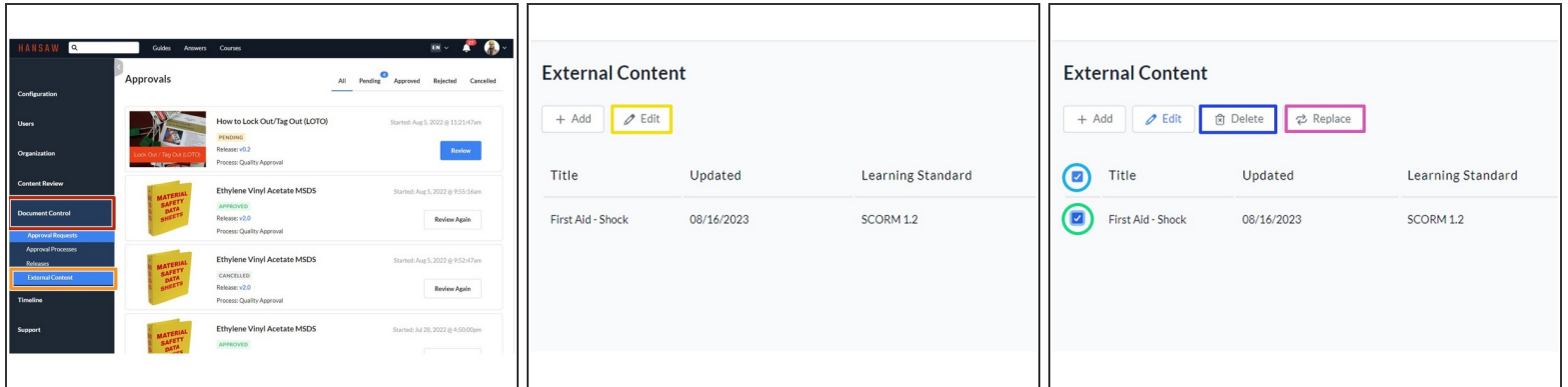
- Click **+ Add** to upload content. There are two different options:
 - Double-click the blue tile to browse your device and select the content you wish to upload into a course stage.
 - Type or paste a URL into the URL upload field and click **Upload**.

Step 3



 The uploaded content is now training content that you can add in any stage of a Dozuki course.

Step 4 — Removing External Content



- Return to the Management Console.
 - Click **Document Control**.
 - Click **External Content**.
- Click **Edit**.
 - Click the checkbox next to the module's name to select an external content module for replacement or deletion.
 - Click the checkbox at the very top to select all modules.
 - To delete the module(s), click **Delete**.
 - Click **Replace** to open the upload dialog. Upload your new content via URL or your files as described in [Step 2](#).