	Load content	
Name	**Description**	**Expected Result**
Step 1	Select "Content Administration" from the Go To pulldown menu from top of the screen.	Production Repository window is displayed.
Step 2	Click the Browse tab.	Contents Table is displayed on the right hand side of screen.
	Click on the appropriate folder link in the Production Repository.	
Step 3	In the content section click on Import link.	Import Content screen is displayed.
Step 4	Enter the following information on the Import Content screen:	
	Type in a content name.	Once content name has been entered, click the Tab key to move to the Security Domain* field.
	Change security domain by performing the following steps: 1. Click the picker button to the right of the Security Domain* field. 2. Click Search button. 3. Select your domain from the table by clicking on the checkbox to the left of the domain name.	The Select Domain window is displayed. The Domains table is populated. Select Domain window closes once domain is selected. Security Domain* field populates with the selected domain.
	Click the dropdown arrow for the Content Format* field and select SCORM Package.	Content Format* field is populated with SCORM Package
	If necessary, change the Player Template* by performing the following steps: 1. Click the picker button to the right of the Player Template* Field. 2. Click the Search button. 3. Select the Player Template from the list by clicking the checkbox to the left of the Player Template.	The Select Player Template window is displayed. A list of various Player Templates appear. Select Player Template window closes. Player Template* field populates with the selected Player Template.
	Click the Next button.	
	Click on the Browse button for the Zip File* field and navigate to the file for your content.	Zip File* field is populated with the file name and location.
	Select Content Server by performing the following steps: 1. Click the picker button to the right of the Content Server* field. 2. Click the Search button. 3. Select the server from the table by clicking on the checkbox to the left of the server name.	The Select Content Server window is displayed. The Content Servers table is populated. Select Content Servers window closes once server has been selected. Content Servers* field populates with the selected server.
Step 5	Click the Import button.	The progress bar appears indicating content is being uploaded. Once complete, the following message appears: "The content has been imported successfully."
	Click Preview Content link.	*** You can skip this step or perform this step to verify module launches correctly.***
Step 6	Click the Return to Repository button.	Production Repository screen is displayed.

	Content Publishing (Quick Course)	
Name	**Description**	**Expected Result**
Step 1	Select "Course/Class/Facility Manager" from the Go To pulldown menu from top of the screen.	The Offerings wnidow is displayed.
Step 2	On the left hand side of screen under Offerings, click the Lesson Templates link.	The Lesson Template swindow is displayed.
Step 3	Click the Quick Lesson Template link.	The Quick Course screen is displayed.
Step 4	Click the down arrow on the Delivery Type* combo box. Select Web Based Training.	Quick Course screen refreshes and Web Based Training is displayed in the Delivery Type combo box. **Easy Entry Template field appears also. Bypass this field.**
Step 5	Click the Next button.	The New WBT Offerings window is displayed.
Step 6	Enter the following information in the New WBT Offering screen:	
	Enter Course Title in Name Field.	Course Title was entered in Name field.

	Change security domain by performing the following steps: 1. Click the picker button to the right of the Security Domain* Field. 2. Click Search button. 3. Select your domain from the table by clicking on the checkbox to the left of the domain name.	The Select Domain window is displayed. The Domains table is populated. Select Domain window closes once domain is selected. Security Domain* field populates with the selected domain.
	Leave Duration (HH:MM) and Available From fields unchanged.	
	Ensure Display for Call Center and Display for Learner checkboxes are checked.	A green check mark is displayed in the checkboxes.
	Click Language Picker button.	Select Language window is displayed.
	Click the Search button on the Select Language window.	Languages table is populated.
	Click the English checkbox in the Languages table.	Select Language window closes. English is now displayed in the Language field.
	Click the Finish button.	The WBT Offerings Details screen is displayed with your course title and lesson id numbers [#00001100 as an example].
Step 7	Scroll to the bottom of the page. At the top right of the Content Modules table, click the Attach Content link.	The Attach Content screen appears with your course title displayed.
Step 8	Click the plus sign next to the folder you placed your content in.	The folder should expand and your course should be displayed with a checkbox under the Select column on the left hand side of your screen.
Step 9	Click the checkbox under the Select column for your course.	A green check mark will be displayed in the checkbox.
Step 10	Click the Finish button	WBT Offerings Details screen is displayed. The Content Modules table is now populated with Course Title under Module along with Path, Attempts on Content and Actions information.
Step 11	Click the Save Button.	WBT Offering screen should refresh and information is saved.
	Register for a Course	
Name	**Description**	**Expected Result**
Step 1	Select "My Home" from the Go To menu.	Welcome to My Saba screen will be displayed.
Step 2	Click on Add Learning button in the Current Enrollments box.	Learning Catalog screen is displayed.
Step 3	Click on Search Learning Catalog button.	Courses will be displayed in the Learning Offerings and Packages table.
Step 4	Navigate to your course and click on the Register link.	Registration Confirmation screen will be displayed. The Order Items table should display your course.
Step 5	Click the "Go To My Enrollments" button.	The My Enrollments screen should be displayed. The course should be displayed in the My Enrollments table.
	Take a Course	
Name	**Description**	**Expected Result**
Step 1	Click the Launch link for the course you entered.	The course should launch.
Step 2	Take the course.	Ensure the course works correctly.
Step 3	Exit the course.	The Contents and Results window is displayed with the Results by Module table populated. ***Completion Status states Successful or Unsuccessful, depending on the content and coding of the module.***
	Transcript Verification.	
Name	**Description**	**Expected Result**
Step 1	On the Content and Results window, click the Transcript link on the left hand side of the screen.	The My Transcript window is displayed.
Step 2	Ensure the course you have just taken is in the Transcripts table.	The Completion Status and Completion Date fields should be populated. The Score field may also be populated if it is a test.