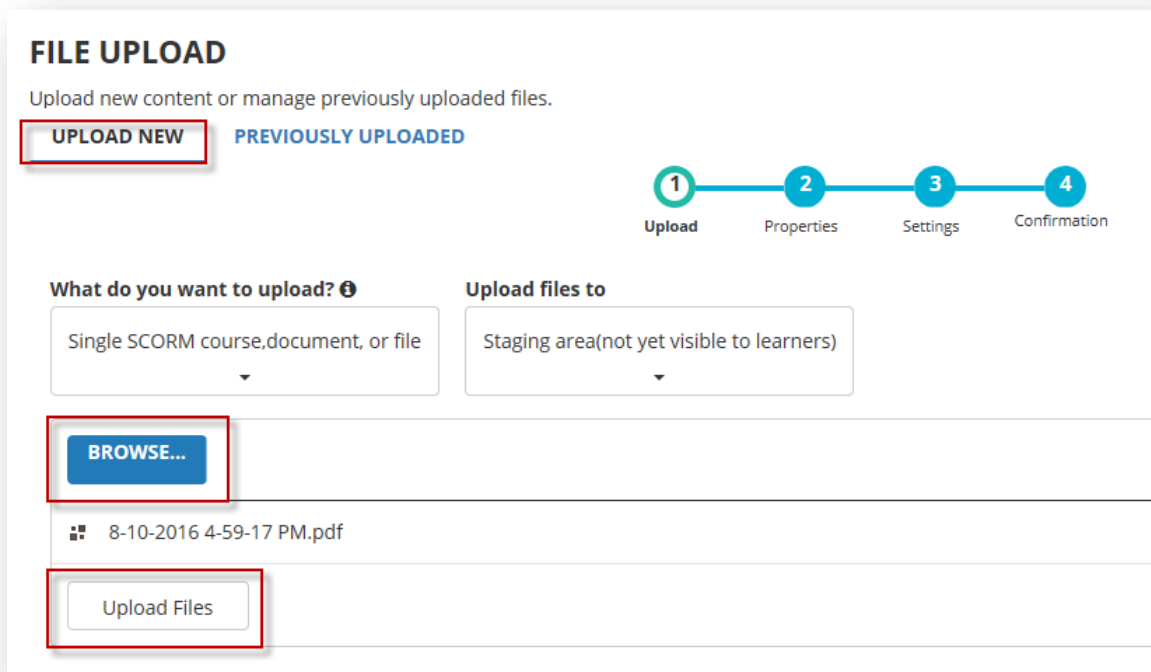# Creating a PDF Activity Instructions

You can upload individual files that learners may need to read in lieu of or in additional to taking an actual course (ILT or OLT). Although several file types can be uploaded, it is highly recommended you only upload PDF files.

1. After logging into mytraining.hr.ufl.edu, navigate through **Administration** > **Learning Management** > **Activity Management > Learning Activities**.

2. Click the **File Upload** button in upper, right corner of screen.
    NOTE: File size limit is 400 MB.

3. Select **Upload New**, if not already selected.

4. Click **Browse** to locate and select the PDF file you wish to upload.
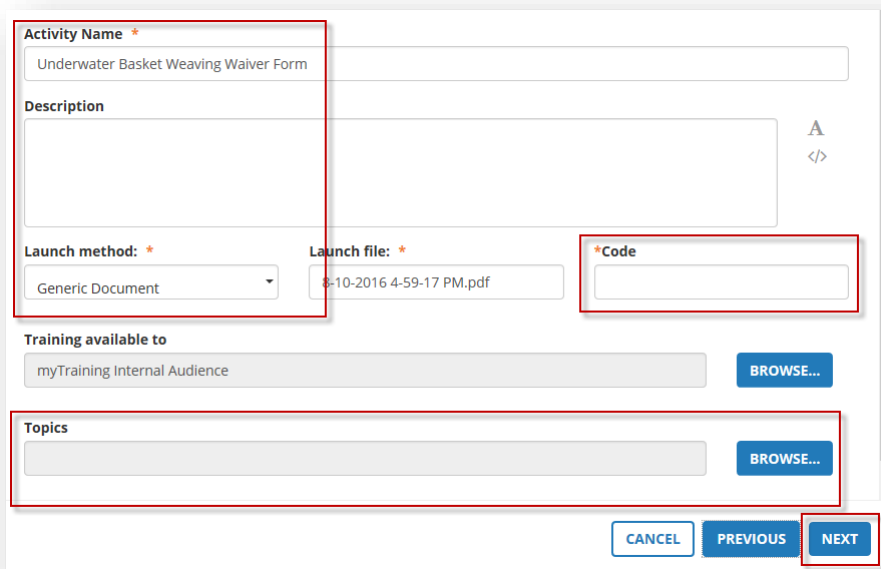
5. Click the **Upload Files** button.

6. After the file uploads 100%, click **Next**.

7. Enter the name of the PDF file in the Activity Name field.
   a. Activity names entered here will appear as written to the Learner audience
   b. Create a descriptive, logical, easy to read name (i.e., Cell Phone Policy, OSHA Regulations)
   c. Avoid any special characters or underscores (i.e., *, &, #, @, -, _)

8. Enter text that appropriately describes the file in the Description field.

9. Choose **Generic Document** from the **Launch method** drop down field, if not already chosen.

   NOTE: This launch method allows registration requirement options. When the learner closes the activity, myTraining will prompt the learner to confirm completion of the activity. Each completion is recorded on training transcript.

10 The **Code** must follow the UF_ABC123_PDF format.

   a. Prefix: UF_ indicates the course is owned by the University of Florida.
   b. Middle: the alpha portion of the alphanumeric code indicates the program or area to which the activity is associated. For example, PRO = PRO3 series course, PST = myUFL course.
   c. Suffix: _PDF = indicates this course is an Adobe Acrobat file.

11. Click **Browse** in the **Topics** section and **select** relevant **categories**.
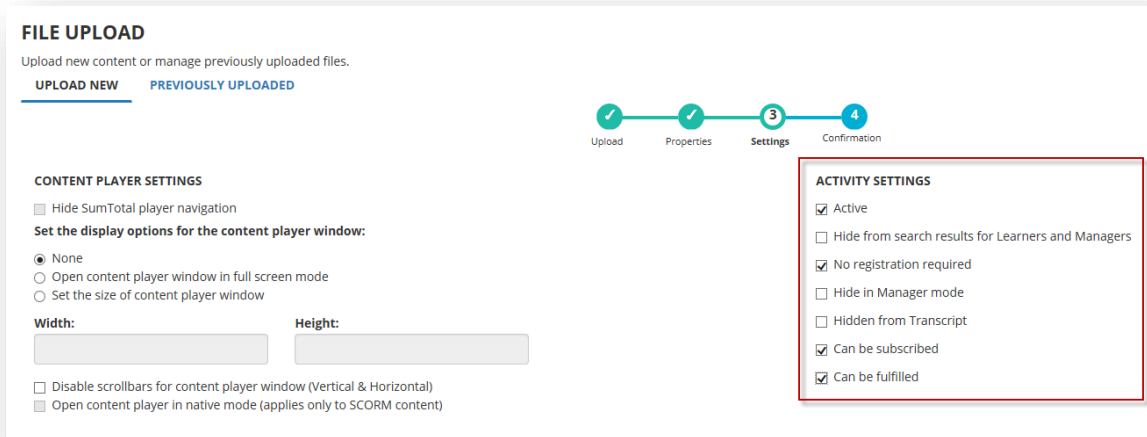
12. Click **Next**.

13. Confirm the following **Activity Settings** are **checked**:

- Active
- No registration required
- Can be subscribed
- Can be fulfilled

14. Click the **Upload** button.

15. Click the **Previously Uploaded** link.

16. Once Status changes to "**In Staging**", click the Activity Name to go to the Properties area.

    NOTE: It can take a couple of minutes to fully upload the .pdf file. Sometimes if you refresh your browser the status will update quicker.

☐	File Name	Activity Name	Size	Code	Name	Last Updated	Status
☐	8-10-2016 4-59-17 PM.pdf	Underwater Basket Weaving Waiver Form		UF_UBW100_PDF	Man Gator	9/13/2017 1:42:32 PM EDT	IN STAGING

17. Click **Optional** button, then click on **General**.

Properties

General | Status | Notes | Certification | Grading and Completion | Translated Properties

18. **Description**: Enter text that appropriately describes the PDF in the **Description** field. Examples of information to include would be critical information, learning objectives, intended audiences, etc. HTML codes (refer to page 65) must be included if formatting is desired.

19. **Contact**: Enter at least the **name of your department/unit** and **phone number** in the Contact field.

20. **Keyword** to search for this activity (separated by space): Enter the middle portion of the course code and any other keywords that a Learner may use to search for your course (i.e., TODPDF, BCC030, Hazard, Communicate, etc.).

21. Click **Next**.

Status Section –

22. Make sure the following check boxes are **CHECKED**:
    - Active
    - No registration required
    - Can be subscribed
    - Can be fulfilled

23. Make sure the following check boxes are **UN-checked**:
    - Hide from search results for Learners and Managers
    - Canceled
    - Hide in Manager mode
    - Hidden from Transcript
    - Can be copied
    - User cannot register for the individual activity

24. Change the **Status** dropdown field to **Active**.

25. Click **Next** three times.

Notes Section–

The Registration Instruction field is usually filled out for ILT Courses only. You are welcome to use this field if needed.

Grading and Completion Section –

26. Confirm the **Required to be completed** field is unchecked.

27. Click **OK**.

Metadata Section –

Metadata
System Defined | Optional Information | User Defined | Activity Filters

This information is used in reporting and is supplemental information for learners when searching. This section is optional for you to include.

28. **System Defined**: Indicate the **Media** type, **Delivery method**, **Content type** and **Modality Filter** for the training. If you are interested in adding new modalities contact the Training and Organizational Development Department to discuss.

29. Click **Next** twice.

30. **Activity Filters**: Indicate the expertise level as Beginner, Intermediate or Advanced.

Filter	Value
Expertise	☐ Beginner ☐ Intermediate ☐ Advanced

31. Click **OK**.

Web Based Training section –

Web Based Training
General | Redirect Settings

32. General: **Uncheck** both checkboxes under the **Online Content Relaunch/Review** area.
33. Click **OK**.

Notifications Sections – T&OD COMPLETES THIS STEP (Not viewable)

myTraining has many notifications built in, such as notifying the learner of an upcoming ILT class, or when a certification will soon expire, etc. If you have questions about the notifications, contact T&OD with questions.

Management Section –
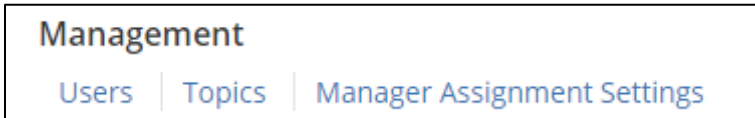
Topics are associated with the activity and allows a learner to use to search for the activity if needed. For example, PRO3 series or Compliance.

If an activity does not have topics assigned, it will be much harder for the learner to search and find the activity in the myTraining UF Library.

If you believe your activity should be associated with a topic that is not already listed, contact T&OD to discuss the potential creation of new topics.

34. Click **Add** to add appropriate topics. **Drill down** as needed. **Select** the topics that are relevant for your course.

   IMPORTANT: You course must be assigned to all appropriate categories for it to appear consistently in search results.
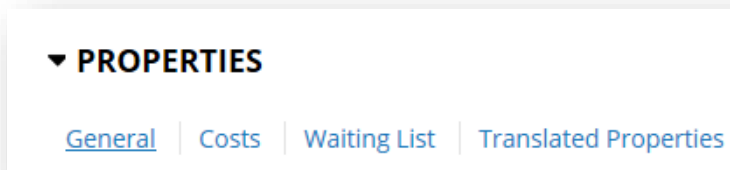
35. Click **OK**.

After all properties have been set on this page, there is one more property that needs to be set before we can validate this course for Production.
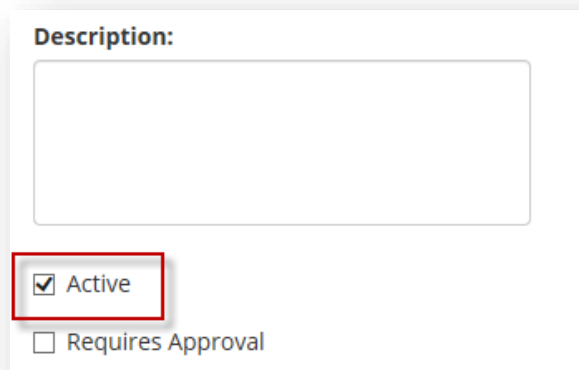
36. Click **View Tracks** at the top of the left panel.
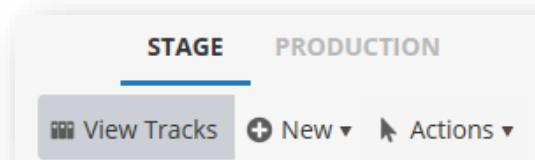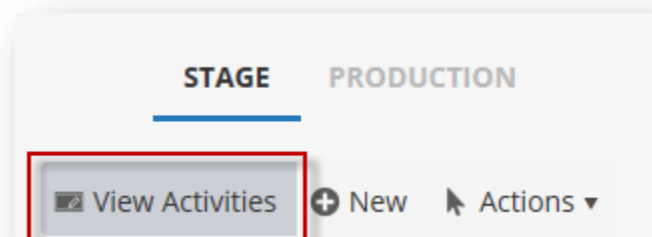
37. Under **Properties**, click **General**.

38. Confirm the **Active checkbox** is checked.

39. Click **OK**.

40. Click **View Activities** at the top of the left panel.

Move to Production –

41. Click **Validate for Production** at the bottom of the left panel.

42. Verify validation results do not indicate any errors (green notice).
    a. If you get an orange notice – this is an advisement, nothing critical.
    b. If you get a red notice – this indicates you cannot move to production until you fix what is wrong.

43. Click **Move to Production**.

44. Click **Close** at the bottom, right corner of screen.

45. **Verify** the new PDF activity appears in the **Activity Management** screen.