

# Loading your online courses to eXtension – a guide for UC ANR personnel.

UC ANR is a member organization of [eXtension](#). One of the benefits of the eXtension member organization is free hosting of online courses on [eXtension Online Campus](#) (Moodle LMS).

Course offered for free are hosted for free and eXtension provides technical support 24/7/365.

In the case of courses offered for a fee, eXtension charges 5% of the course fee + a credit card transaction fee. Courses offered for a fee are listed at <https://catalog.extension.org/>



A Part of the Cooperative Extension System

## eXtension (Moodle)

- allows for SCORM content such as from Adobe Captivate or Articulate Storyline
- original source files are needed and must be published in the authoring software as a SCORM output for an LMS (output is a zip file)
- files cannot be transferred from one Moodle platform to another
- some more information about hosting courses on eXtension: <https://impact.extension.org/tools-for-extension-professionals/campus-getting-started/>

## Adding online course content to eXtension

<https://campus.extension.org/>

- Create an account in eXtension - <https://campus.extension.org/login/signup.php?>
- You will need to request a course space from the eXtension administrator - [campusadmin@extension.org](mailto:campusadmin@extension.org)
- When first requesting a course space from eXtension, have the following information ready:
  1. What is the title of the course?
  2. With what eXtension Community is this course associated, if any?
  3. Do you plan on charging a fee for the course?
  4. Who is the audience?
  5. What will the audience learn from taking the course?
  6. Who is the Teacher(s)/Contact person(s) and what is their institution and email address?
  7. In what category would the course best fit? [From categories on the main page of <http://campus.extension.org> ]

After you get the confirmation that the course space was opened, you are ready to upload and organize your course content.

## Branding

At the moment, there is no standardized format of UC ANR courses branding on eXtension. But we recommend to include the relevant statewide program or project logo with UC ANR branding in the course description. See the UC ANR Communication's toolkit for approved logos, etc.: <https://ucanr.edu/sites/communicationstoolkit/>