

SOP: Course Content Upload and Organization Guidelines

This SOP defines **course content upload and organization guidelines**, outlining standardized procedures for uploading, structuring, and managing educational materials within the learning management system. It covers content formatting requirements, naming conventions, folder hierarchy, version control, metadata tagging, and quality checks to ensure consistent, accessible, and efficient delivery of course materials to learners. The purpose is to maintain organized, up-to-date course content that enhances user experience and supports effective learning outcomes.

1. Purpose

To standardize the process of uploading, structuring, and maintaining course content, ensuring all materials are relevant, accessible, and organized within the LMS for an optimal learning experience.

2. Scope

Applies to all individuals responsible for creating, uploading, or managing course content within the LMS.

3. Responsibilities

- **Course Authors:** Prepare and format content as per guidelines.
- **Content Managers:** Verify, upload, and organize content.
- **Quality Assurance:** Review for accuracy, consistency, and compliance.

4. Procedure

1. Content Preparation

- Ensure all materials are finalized, proofread, and reviewed.
- Format files in accessible formats (PDF, DOCX, MP4, etc.).

2. Naming Conventions

- Use clear, descriptive filenames (e.g., "Module_1_Introduction.pdf").
- Avoid spaces; use underscores or hyphens.
- Include date/version if applicable (e.g., "Quiz1_v2_2024-06-15.docx").

3. Folder Structure

- Organize content using a hierarchical structure:
 - Course Title
 - â†’ Module/Unit
 - â†’ Week/Lesson
 - â†’ Resources (Readings, Videos, Assessments, etc.)

4. Version Control

- Maintain clear versioning of files using version numbers/dates in filenames.
- Archive outdated materials in an "Archive" folder.

5. Metadata Tagging

- Add required metadata to each item (Title, Author, Date, Keywords, Description).
- Ensure all metadata fields are complete and accurate.

6. Uploading Content

- Use the LMS upload tool, placing materials in the correct folder.
- Check file integrity and accessibility after uploading.

7. Quality Assurance

- Review uploaded materials for completeness, accuracy, and accessibility.
- Test navigation and usability from a learner perspective.

5. Quality Checks

- Confirm all files open and display correctly.
- Test links and embedded media.

- Verify all metadata and naming conventions are followed.
- Ensure compliance with accessibility standards (e.g., alt text for images, captions for videos).

6. Review and Update

- Review content organization and file currency every term or as needed.
- Retire and archive outdated or superseded materials.

7. Reference Table: Checklist

Step	Action	Status
1	Content prepared and formatted as per guidelines	<input type="checkbox"/>
2	Files named as per conventions	<input type="checkbox"/>
3	Content organized into appropriate folders	<input type="checkbox"/>
4	Versioning applied and old versions archived	<input type="checkbox"/>
5	Metadata added and checked	<input type="checkbox"/>
6	Content uploaded and verified	<input type="checkbox"/>
7	Quality assurance review completed	<input type="checkbox"/>

8. Document Control

- **Version:** 1.0
- **Effective Date:** 2024-06-XX
- **Next Review Date:** 2025-06-XX
- **Owner:** Course Content Management Team