

# Self-Hosting UE Courses

## About UE Online Training

Most United Educators (UE) policies include access to our online course library of education-specific topics. Your institution can deploy courses through our Learning Portal or host them on your learning management system (LMS).

This document provides an overview of the self-hosting option. By signing a **no-cost license agreement**, your institution can download UE course files and deploy them to on platform your team manages.

Visit [ue.org](https://ue.org) to view our course catalog or learn about deploying courses through the UE Learning Portal.

## Key Benefits of Self-Hosting

- Direct control over the learning experience, risk and compliance messaging, and user account creation
- Fewer systems for learners to access
- No additional platforms or logins for administrators to learn and manage
- Less administrative work because you can assign, track, and report training through your existing LMS and any connected systems

## FAQs

### What's included in the license agreement?

The agreement includes access to all course files for our full catalog and permission to self-host UE courses on internal learning platforms.

### Can we use UE courses on our LMS and the UE Learning Portal?

Yes. Many institutions that self-host also use the UE Learning Portal to train users. Learners without access to your internal learning platform, like volunteers and contractors, still can take training on UE's Learning Portal.

### Are UE courses compatible with our system?

- We provide courses as SCORM (Sharable Content Object Reference Model) files, which are compatible with most LMS. Confirm with your system administrator or LMS vendor contact.
- Most courses use SCORM 1.2; select courses use SCORM 2004.

### How does the course licensing agreement work?

Review and sign the agreement.

1. Designate staff members who will manage course access and downloads.
2. Receive secure access to UE's downloadable SCORM course files.
3. **Download and install UE course packages** to your LMS.
4. Assign training internally.



### How long does the agreement last?

The agreement stays active for as long as you remain a UE-insured institution. There is no renewal fee or expiration date unless the coverage status changes.

### Can multiple administrators at our institution access the course files?

Yes. UE can grant access to as many staff members as needed.

### Who should we contact for issues installing courses in our LMS?

Your institution's LMS administrator or platform vendor support. UE can provide troubleshooting for issues with downloading the courses or SCORM file functionality.

### How will I know when a course is added or updated?

Users with access to our course files can **enable email notifications** for course file updates.

## Initiate the Licensing Agreement

- **License Agreement Request Form**
- You will have two options in the request form for signing the agreement:

#### Option 1: eSignature

- There is a link on the submission confirmation page that will let you create and sign the digital version of the agreement.

#### Option 2: PDF

- **Download the PDF version**
- Upload the signed PDF where indicated in the **License Agreement Request Form**

## After the Agreement Is Finalized

We will send Box.com invites to the people you included in the initial request. Once they receive the invitation, they will have access to download the SCORM files for all UE courses.

- Log in to our **Box.com** account using the Non-SSO option. You should land on the course catalog folder for either Higher Education Courses or K-12 Courses, depending on your institution.
- Search for the course you would like to download and click on the folder to open it. SCORM files are named with the course code, like SUP-15-H-SU-C-E, rather than the course title. They are stored as zip files in our Box.com folder.
- Open the "More Options" menu by hovering your mouse over the file's name and clicking on the three dots that appear on the right-hand side.
- Click Download. **Do not unzip the file you download. Upload the full, zipped file to your LMS.**
- *Every LMS is slightly different, so we recommend connecting with your LMS' contact for assistance uploading the file into your LMS.*