

How to Upload SCORM eLearning Modules to SLMS

When preparing your SCORM eLearning modules for upload into SLMS, part of the process is managed through the SLMS Administrator interface. However, the other part of the process is handled by an automatic script which will check the content upload queue every 60 seconds for updates, and then place any new courses in the appropriate directory.

The first step is to prepare your eLearning module.

After you have created a file with a SCORM-compliant authoring tool, you will need to save your file with a .zip extension and use the following naming convention:

SLMS_XXXX_YYYY.zip

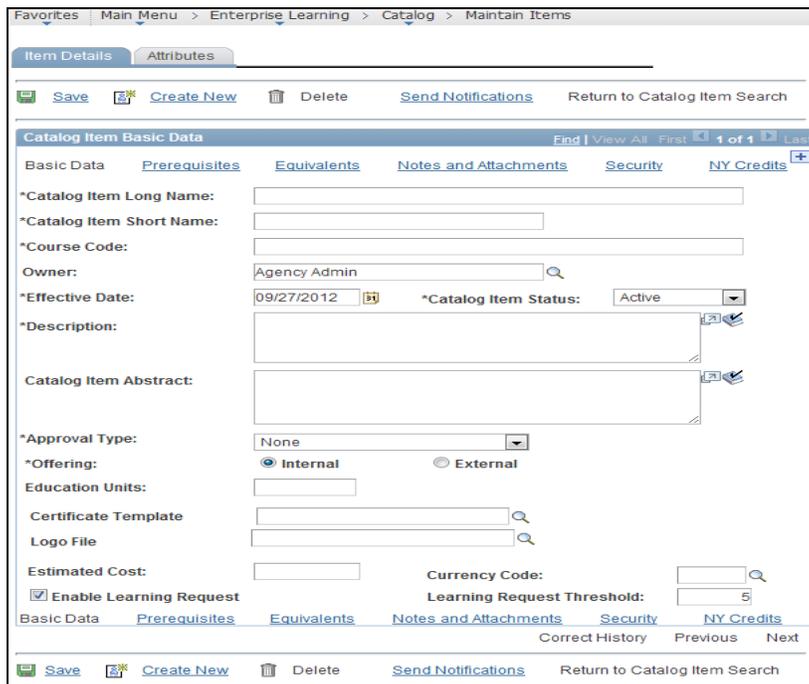
Where 'XXXX' represents your agency acronym,
and 'YYYY' represents your course name.

Course names can **only** contain letters and numbers, without underscores, spaces, or special characters. Naming your zip file with this convention is very important, because this is how the automated script will know which directory to place your course in. This will ensure that it is placed in a directory that you will have access to within SLMS.

The portion of the process handled by the SLMS administrator involves creating an Activity for the course. However, it is necessary for Activities to correspond to Catalog Items. While Activities can be created by both primary and secondary SLMS admins, Catalog Items can only be created by SLMS primary administrators.

To create a catalog item (Primary Administrators):

1) From the Main Menu, select 'Enterprise Learning', 'Catalog', then 'Maintain Items.' Next, click the 'Add a New Value' tab. This will bring you to the following page:



2) You will need to enter a Catalog Item Long Name, Catalog Item Short Name, Course Code, and Description. When you click 'Save,' a new tab will become available on the 'Maintain Items' screen – 'Delivery Method.'

Statewide Learning Management System

Favorites | Main Menu > Enterprise Learning > Catalog > Maintain Items

Item Details | Attributes | **Delivery Method**

Save | Create New | Delete | Send Notifications | Return to Catalog Item Search

Catalog Item Basic Data Find | View All First 1 of 1 Last

Basic Data | Prerequisites | Equivalents | Notes and Attachments | Security | NY Credits +

*Catalog Item Long Name: AndyTest2

*Catalog Item Short Name: AndyTest2 Program Relationship

*Course Code: AYTEST2

Owner: Andrew Youngs

*Effective Date: 09/27/2012 *Catalog Item Status: Active

*Description: Andy Test

3) Under the 'Delivery Method' tab, click 'Add New Delivery Method.' This will bring you to the following screen. The delivery method field **must** be set to '*Online.'

Favorites | Main Menu > Enterprise Learning > Catalog > Maintain Items

Delivery Method

Save | Create New | Send Notifications | Return to Search

Delivery Method Details Find | View All First 1 of 1 Last

*Course Code: AYTEST2 CI Status: Active

Catalog Item Name: AndyTest2

*Delivery Method: *Online Language: English

*Effective Date: 09/27/2012 *Status: Active

Cost: Currency: USD

Administrator: Frequency:

Primary Instructor: Owner: Andrew Youngs

4) From here, click 'Save.' You should now have a catalog item to create your activity with.

To Create Activities and Upload SCORM Courses (Primary & Secondary Administrators):

1) From the Main Menu, select 'Enterprise Learning', 'Catalog', and then 'Quick Create Activities.'

Statewide Learning Management System

Favorites | Main Menu > Enterprise Learning > Catalog > Quick Create Activities

Quick Create Activities

Quick Create Activities allows you to create new activities by either importing catalog data from a specified file type into a defined template or manually creating activities using an existing item, method or activity as the basis. Please note that defined default values are language specific and will default based on your currently selected language.

Quick Create Options

Import Catalog Data Manually Quick Create

Import Catalog Data

Select Type:

Template:

Continue

2) Select 'Manually Quick Create' by clicking on the radio button. The screen selections change.

Statewide Learning Management System

Favorites | Main Menu > Enterprise Learning > Catalog > Quick Create Activities

Quick Create Activities

Quick Create Activities allows you to create new activities by either importing catalog data from a specified file type into a defined template or manually creating activities using an existing item, method or activity as the basis. Please note that defined default values are language specific and will default based on your currently selected language.

Quick Create Options

Import Catalog Data Manually Quick Create

Manually Quick Create

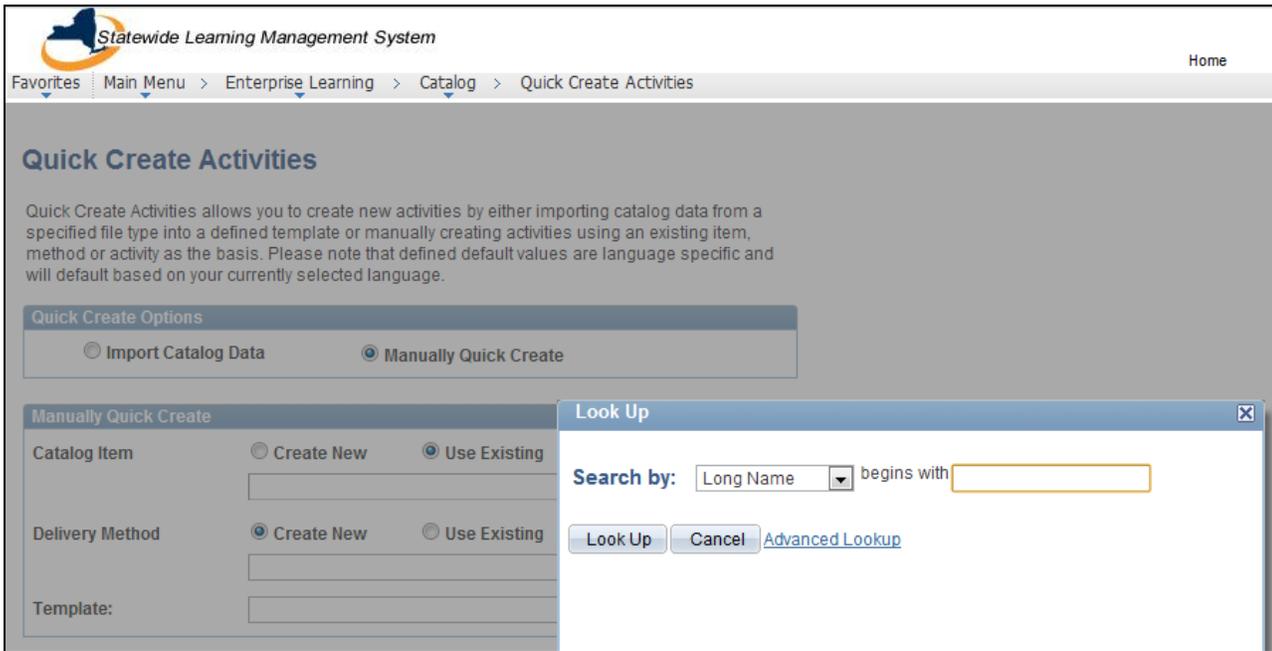
Catalog Item Create New Use Existing

Delivery Method Create New Use Existing

Template:

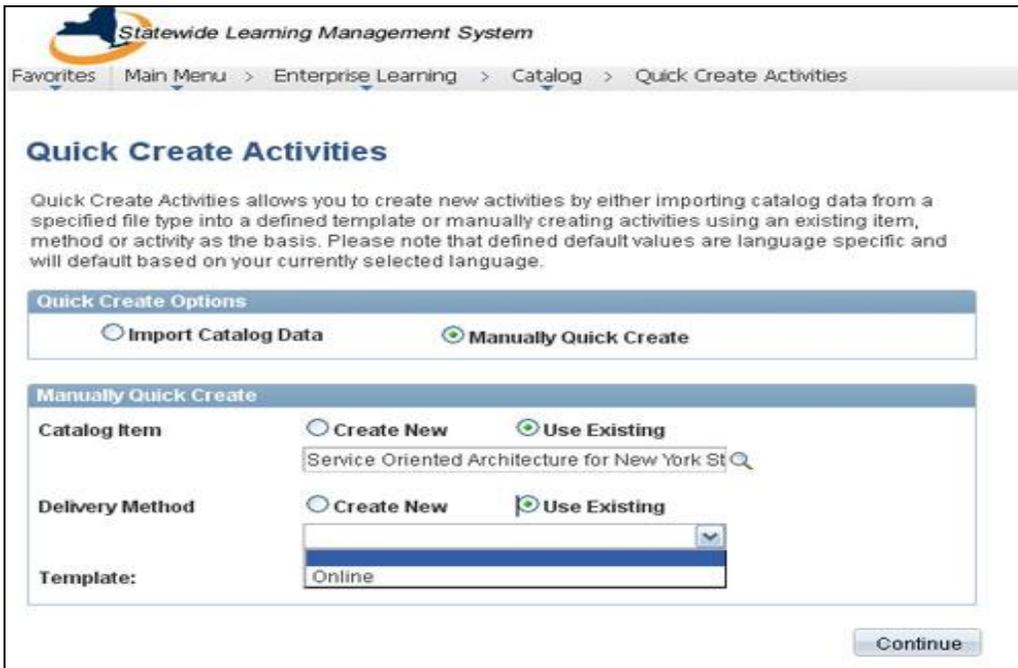
Continue

3) From here, click on the radio button for 'Use Existing,' and then click on the look up  icon to the right of the text box. Select 'Long Name' from the 'Search by:' dropdown box.



4) In our example, we will use an existing catalog item entitled 'Service Oriented Architecture for NYS v.2.' However, you will need to search for the catalog item which has been created for your course.

If we type 'Service' in the 'begins with:' box and press the 'Look Up' button , our course's catalog item should appear in the list. Selecting your catalog item will bring you to the following screen:



Next to 'Delivery Method', click the 'Use Existing' radio button.

Select the 'Online' entry in the 'Delivery Method' dropdown, and then select 'NYS Activity Template' from the 'Template' drop-down. When you are finished, press the 'Continue' button.

5. A blank NYS Activity Template will appear. The catalog item name and catalog code are listed at the top of the screen.

The screenshot shows the 'Statewide Learning Management System' interface. The breadcrumb trail is 'Favorites > Main Menu > Enterprise Learning > Catalog > Quick Create Activities'. The page title is 'Content Template' and the main heading is 'NYS Activity Template'. Below the heading are buttons for 'Save', 'Delete', 'Send Notification', and 'Return To Launch Page'. There are tabs for 'Activity Details', 'Activity Enrollment', 'Activity Components', 'Activity Miscellaneous', and 'Activity Security'. The 'Catalog Item Basic Data' section is expanded, showing 'Catalog Item Long Name: Service Oriented Architecture for New York State v.2' and 'Course Code: n_SOA-WBT-002'.

6. You will need to supply, at a minimum, the following information:

- A unique activity code
- A start date
- An approval type
- A language

The screenshot shows the 'Activity General Information' form. Fields include: 'Activity Code' (text input), 'Status' (Pending), 'Start Date' (10/02/2011), 'End Date' (text input), 'Approval Type' (None), 'Special Approver' (text input), 'Administrator' (text input), 'Primary Instructor' (text input), 'Owner' (Debra Orton), and 'Language' (English). Below this are sections for 'Activity Learning Period' with 'Learning Period Days' and 'Warning Period Days' (text inputs), and 'Activity Published Duration' with 'Days', 'Hours', and 'Minutes' (text inputs). A checkbox for 'Display Start and End Date' is checked.

The other fields in the template are optional, but providing more information might be helpful for users.

Note - The 'Status' entry is 'Pending' and cannot be edited. When the activity has been successfully created, this status will need to be changed by the primary administrator to active.

7. At the bottom of the page, be sure to click on the 'Save' button.

The screenshot shows a form titled "Activity Start Reminder". It contains three input fields: "Send Reminder:" with a value of "0" and the unit "Days"; "Reminder Date:" with a date picker icon; and "Reminder Template:" with a search icon. At the bottom of the form, there are four buttons: "Save" (with a document icon), "Delete" (with a trash icon), "Send Notification" (with an envelope icon), and "Return To Launch Page" (with a home icon).

8. At the top of the template, in the 'Activity Details' section, click on the 'Activity Components' link. The Activity Learning Components section appears. Since this is an eLearning course, select 'Web-based' from the dropdown box, then click 'Add New.'

The screenshot shows the "NYS Activity Template" page in the "Statewide Learning Management System". The breadcrumb trail is "Favorites > Main Menu > Enterprise Learning > Catalog > Quick Create Activities". The page title is "Content Template" and "NYS Activity Template". Below the title are buttons for "Save", "Delete", "Send Notification", and "Return To Launch Page". A navigation bar contains links for "Activity Details", "Activity Enrollment", "Activity Components", "Activity Miscellaneous", and "Activity Security". The "Activity Completion" section is expanded to show "Activity Learning Component" with the instruction "Please add Learning Components to the Activity" and a "Send Activity Notifications" link. The "Learning Component Management" section features a "Learning Component Type" dropdown menu with an "Add New" button. The dropdown menu is open, showing a list of component types: Assignment, Lodging, Podcast, Practicum/Applied Learning Activity, Self Instruction, Session, Survey, Test, Web-based (highlighted in blue), and Webinar (Prerecorded). Below the dropdown are "Save" and "Delete" buttons.

9. You will be able to enter information about the Web-based component.

Here, admins enter a Component Name and a Short Name, and the standard used to prepare the eLearning module (in this case, SCORM 1.2.)

They also specify the **URL/File Path**.

The screenshot shows the 'Add New Learning Component' form in the Statewide Learning Management System. The form is titled 'Web-based Component' and is for an activity with ID '201110_soa' and title 'Service Oriented Architecture for New York State v.2'. The form is divided into two main sections: 'Basic Data' and 'Compliance and Technical Data'. In the 'Basic Data' section, the 'Component Name' is 'Service Oriented Architecture for New York State v. 3' and the 'Short Name' is 'SOA_v3'. The 'Description' field is empty. In the 'Compliance and Technical Data' section, the 'Compliance' dropdown is set to 'SCORM12'. The 'URL/File Path' field is empty. There are 'Return to Activity', 'OK', 'Cancel', 'Apply', and 'Refresh' buttons at the bottom of the form.

The first part of the URL is static and won't change: <https://nyslearn.ny.gov/Scorm/>

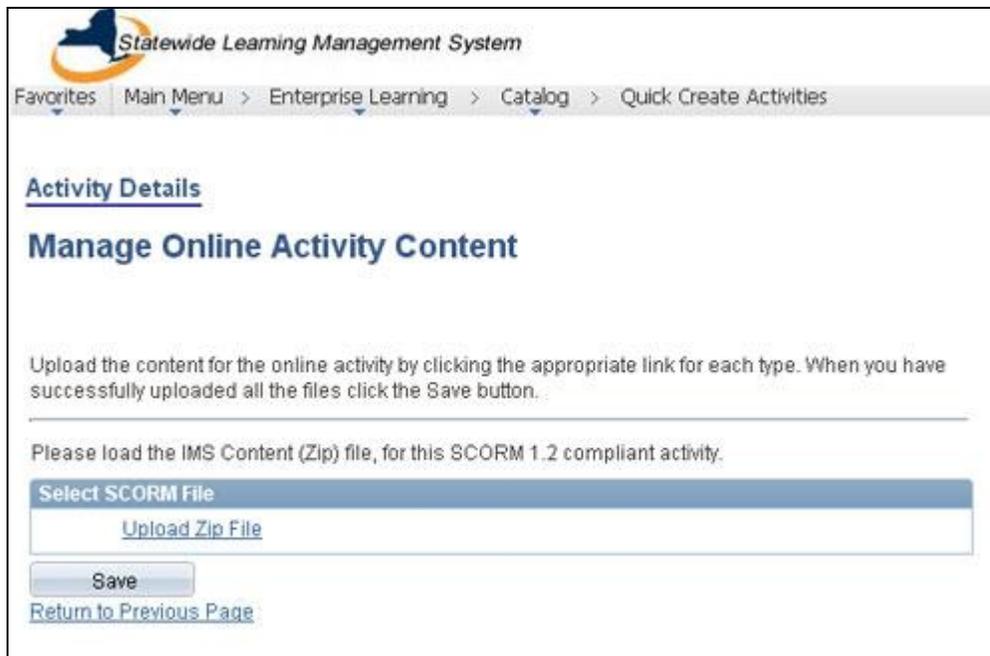
The next part of the URL depends on your file name (the .zip.) This is why the course files need to be named within a specific convention. The second half of the URL is: <https://nyslearn.ny.gov/Scorm/XXXX/YYYY> Where 'XXXX' is your agency acronym, and 'YYYY' is your file name.

As we will see shortly, in the case of our example, the entire URL will be: <https://nyslearn.ny.gov/Scorm/GOER/SOAv3/>

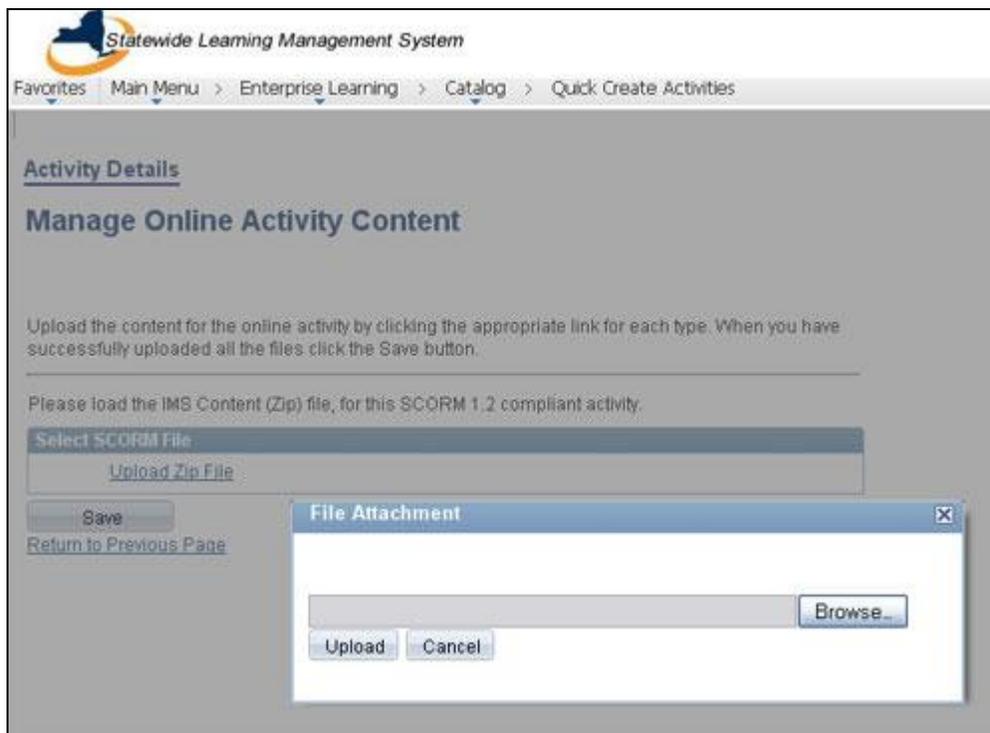
Be sure to end your URL with a forward slash.

From here, click on "Manage Content."

10. The Manage Online Activity Content page appears.



11. Click on the 'Upload Zip File' link. A pop-up window appears allowing you to browse your local storage for the course. Our file is named SLMS_GOER_SOAv3.zip.



12. After you select the file and click the 'Upload' button, the upload begins – it may take a while to complete, depending on the size of your module. When the upload is completed, the screen changes to indicate success. Be sure to click on the save button.

Statewide Learning Management System

Favorites | Main Menu > Enterprise Learning > Catalog > Quick Create Activities

Activity Details

Manage Online Activity Content

Upload the content for the online activity by clicking the appropriate link for each type. When you have successfully uploaded all the files click the Save button.

Please load the IMS Content (Zip) file, for this SCORM 1.2 compliant activity.

Select SCORM File

[Upload Zip File](#) File uploaded successfully

[Save](#)

[Return to Previous Page](#)

13. After you save your file, you will have an opportunity to test your content.

Statewide Learning Management System

Favorites | Main Menu > Enterprise Learning > Catalog > Quick Create Activities

Activity Details

Manage Online Activity Content

Upload the content for the online activity by clicking the appropriate link for each type. When you have successfully uploaded all the files click the Save button.

Please load the IMS Content (Zip) file, for this SCORM 1.2 compliant activity.

Select SCORM File

[Upload Zip File](#) File uploaded successfully

[Test Content](#) [Export Content](#) [Select Lessons](#)

[Return to Previous Page](#)

14. When you click on the 'Test Content' button, the View Progress page appears (in a new browser tab or window).

View Progress Page

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Debra  Employee Program Assoc Governor's Office of Employee Relations

Component Name: Service Oriented Architecture for New York State v. 3 **Type:** Web-based
Activity: Service Oriented Architecture for New York State v.2 **Duration:** --

Table Of Contents			
Title	Status	Score	
SOA Overview	--	--	Launch
Business Process Management and SOA	--	--	Launch
Developers and SOA	--	--	Launch

15. From here, you can click the 'Launch' link next to each module. If the activity creation and uploads have been completed successfully, your course should launch in a new tab/window.