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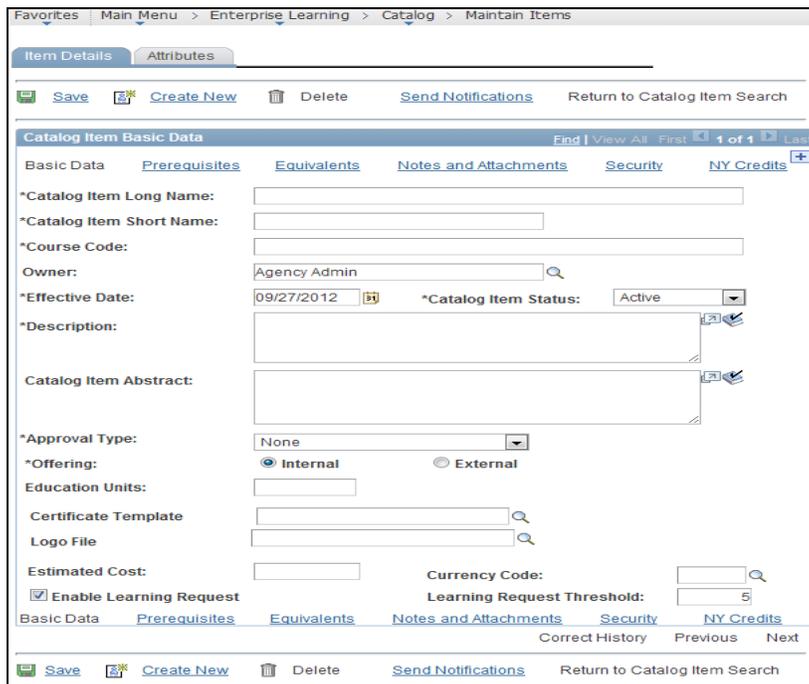
2) You will need to enter a Catalog Item Long Name, Catalog Item Short Name, Course Code, and Description. When you click 'Save,' a new tab will become available on the 'Maintain Items' screen – 'Delivery Method.'

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.'

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.'

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

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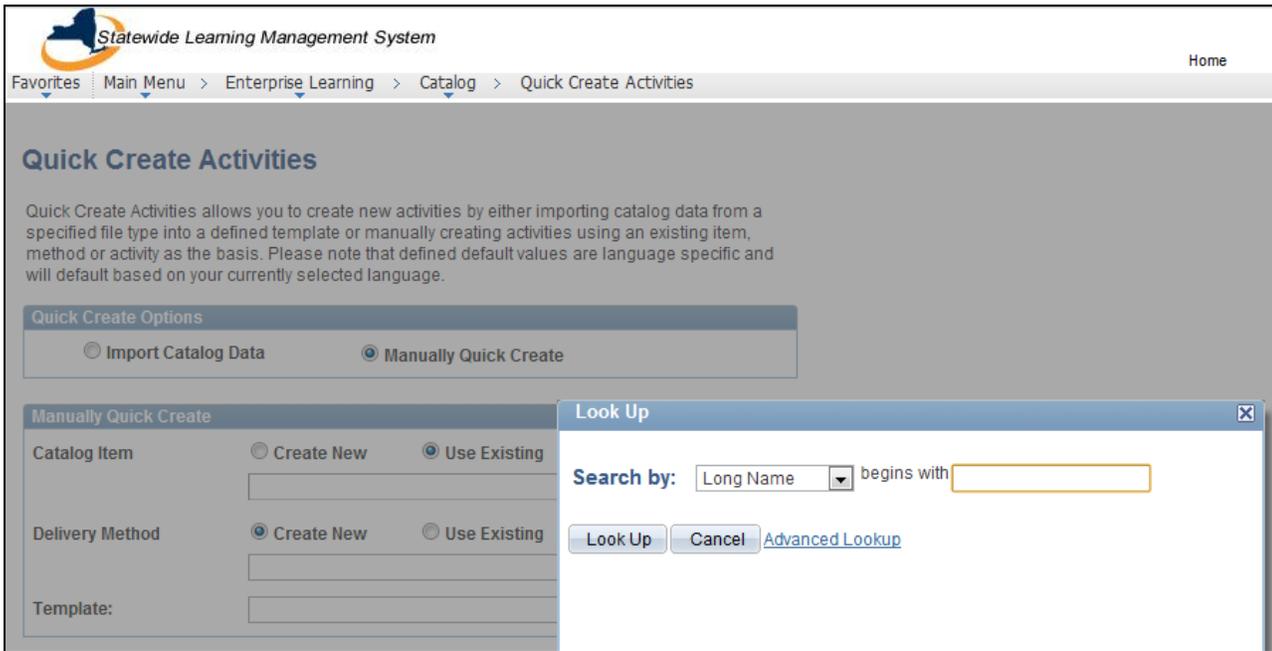
4) In our example, we will use an existing catalog item entitled 'Service Oriented Architecture for NYS v.2.' However, you will need to search for the catalog item which has been created for your course.

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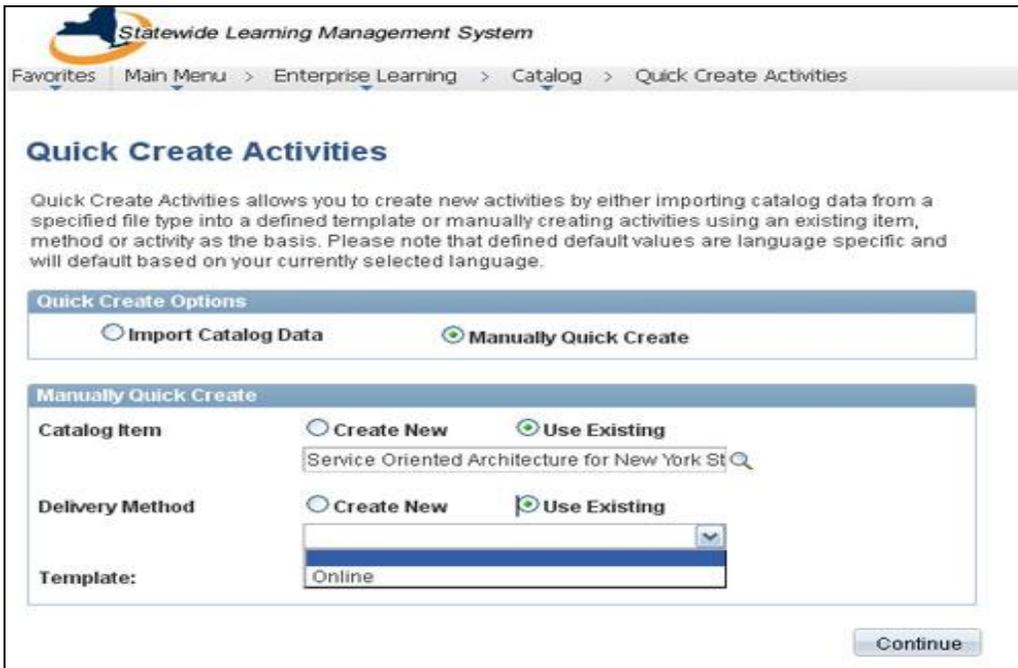
Next to 'Delivery Method', click the 'Use Existing' radio button.
Select the 'Online' entry in the 'Delivery Method' dropdown, and then select 'NYS Activity Template' from the 'Template' drop-down. When you are finished, press the 'Continue' button.

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

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 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.

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.'

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 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:
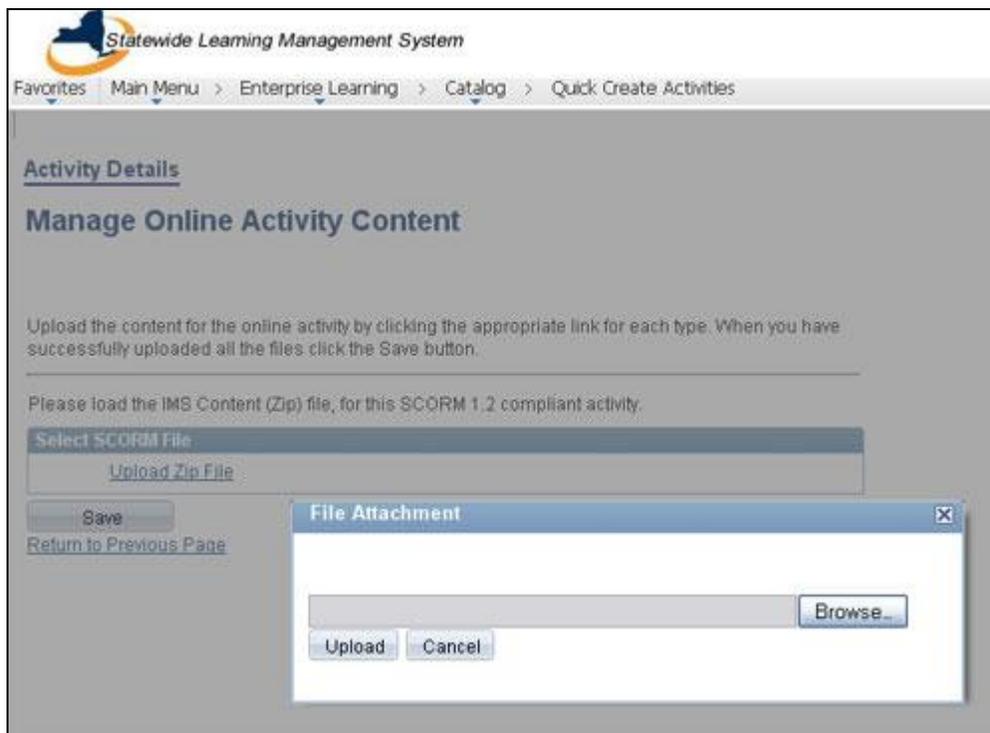https://nyslearn.ny.gov/Scorm/GOER/SOAv3/

Be sure to end your URL with a forward slash.

From here, click on "Manage Content."

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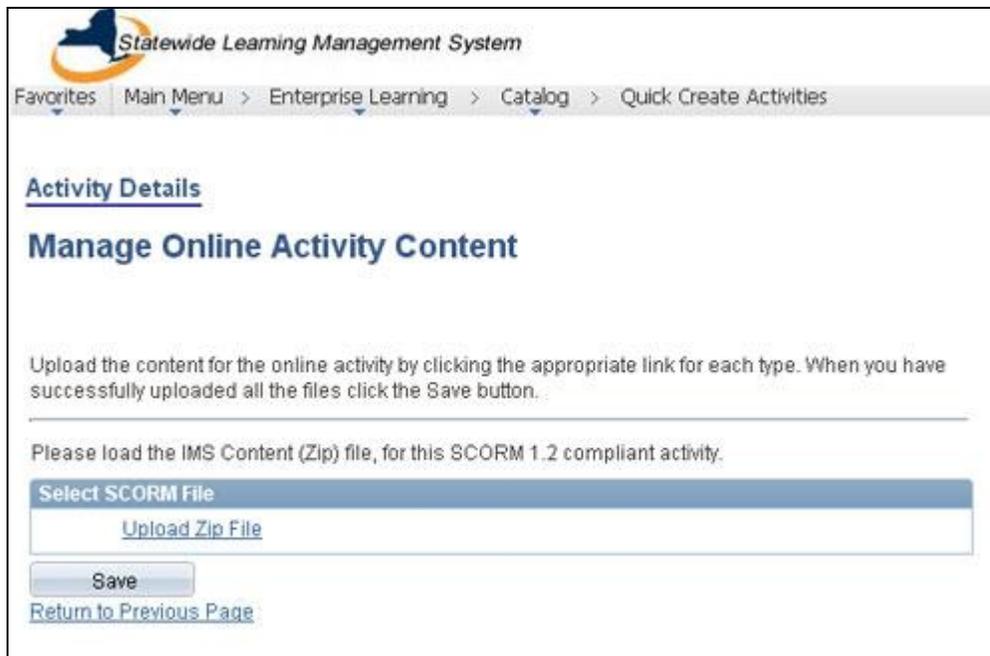
11. Click on the 'Upload Zip File' link. A pop-up window appears allowing you to browse your local storage for the course. Our file is named SLMS_GOER_SOAv3.zip.

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.

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

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

View Progress Page

Table Of Contents

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.