When preparing your Sharable Content Object Reference Model (SCORM) eLearning modules for upload into SLMS, part of the process is managed through the SLMS Administrator interface. 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 eLearning content in the appropriate directory.
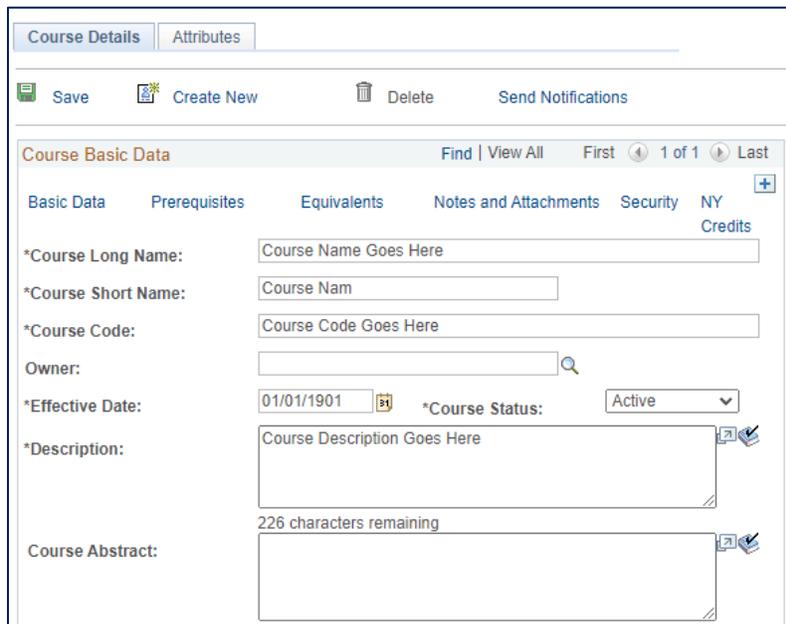
1. Prepare your eLearning module. After you have created a file with a SCORM-compliant authoring tool, you will need to save your file with a .zip extension.
2. Name your file using the following naming convention:

<div align="center">

SLMS_XXXX_YYYY.zip
Where 'XXXX' represents your agency acronym,
and 'YYYY' represents your course name.
Example: **SLMS_OER_EEOWDP2023.zip**

</div>

3. eLearning .zip file names can only contain letters and numbers, without underscores, spaces, or special characters (except for the underscores indicated above). Naming your zip file with this convention is <u>very</u> important, because this is how the automated script will know what directory to place your course in on the SLMS servers. This will ensure that it is placed in a directory that you will have access to within SLMS.
4. Create the course for your online content in SLMS.
   a. Go to: **Main Menu → Enterprise Learning → Catalog → Maintain Courses**
   b. The **Maintain Courses** page will appear. Select the **Add New Value** tab.
   c. The **Course Details** page will appear. Fill in the appropriate details for your Course and then click **Save**.

d. The **Delivery Method** tab will appear on the **Maintain Courses** page. Select the **Delivery Method** tab.
e. Click the **Add New Delivery Method** link.
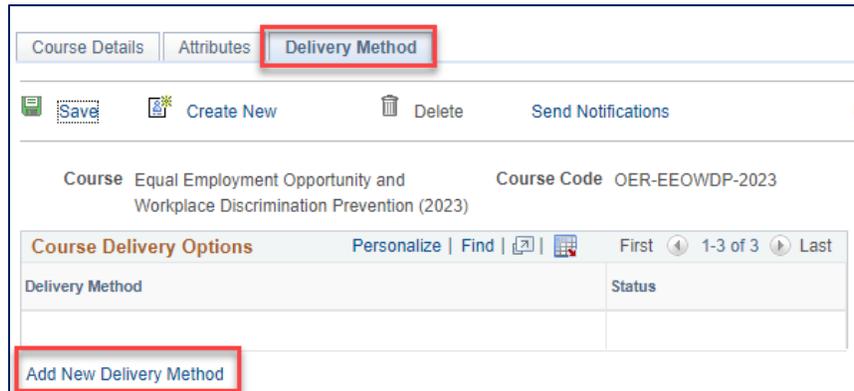
f. The **Delivery Method** page will appear.
g. Make sure to backdate the **Effective Date**.
h. In the **Delivery Method** field, click the magnifying glass next to the field and select ***Online**. Click **Save**.

5. Create a Class for your Course and upload your online file(s) to the Class.
    a. Once you save you Delivery Method, the **Classes** tab will appear. Click that tab and then click the **Add New Class** link.
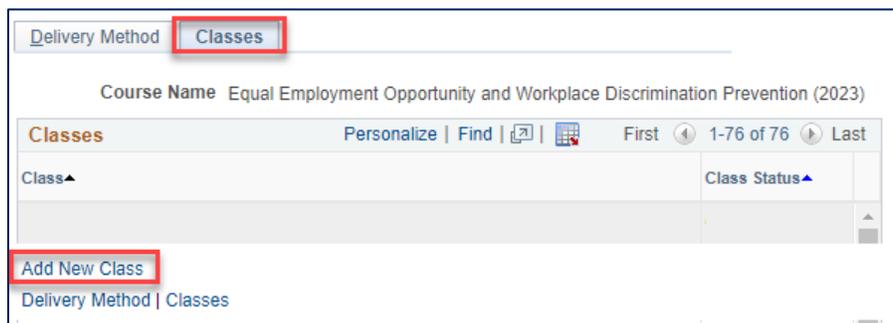

    i. Alternatively, if you are starting from the Home page, you can navigate to: **Main Menu → Enterprise Learning → Catalog → Maintain Classes**
    ii. Click the **Add a New Value** tab.
    iii. Lookup the Course you are creating a new Class for.
    iv. Click the **Add** button.
    b. Fill in the required information on the **Class Details** page, including the *Start Date* and *Class Code*.
        i. Don't forget to scroll to the bottom of the page to add any additional Learning Environments and Learner Groups.

c. When you are finished with the **Class Details** page, click **Save** and click the **Learning Components** tab.

d. Click the **Add Component** button.
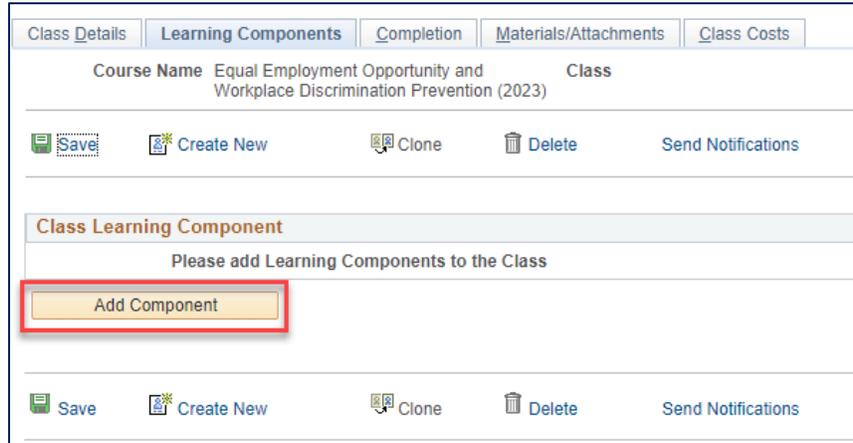
e. Select **Web-based** from the list of Learning Components.

f. The **Learning Components** page will appear. Fill in the information needed in the Learning Component Basic Data section.

g. In the **Compliance and Technical Data** section, select the compliance form your online course conforms to: **AICC** or **SCORM** by clicking the down arrow and making your selection.

    i. SCORM11 = SCORM version 1.1

    ii. SCORM12 = SCORM version 1.2
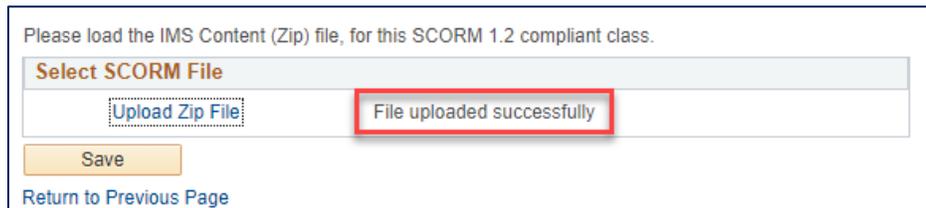
    iii. SCORM2004 = SCORM version 1.3/2004
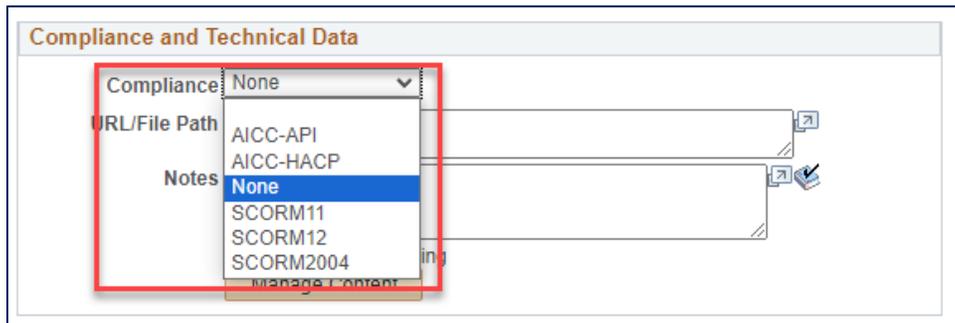
h. Click the **Manage Content** button to load your .zip file.

i. Click on the **Upload Zip File** and then click on the **Choose File** button in the pop-up box that appears. When you have selected your file, click the **Upload** button.
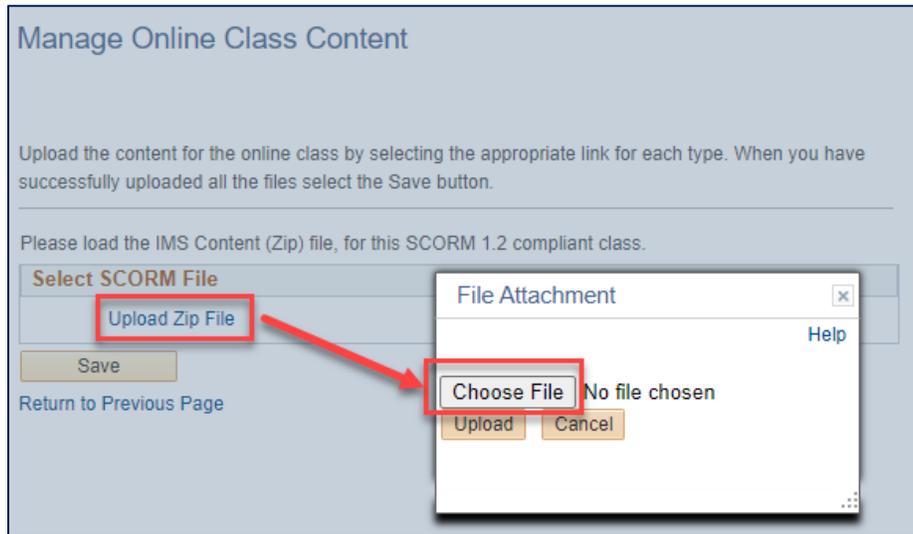
j.   Once your file has successfully loaded, click **Save**.

k.   Click the **Return to Previous Page** link to finish setting up your eLearning content for your Learning Component.

l.   In the **URL/Path** field, you must enter the URL. The first part of the URL is **always**: https://nyslearn.ny.gov/Scorm/

m.   The last part of the URL is based on the .zip file you just loaded.
   i.   For example, for a file named **SLMS_OER_EEOWDP2023.zip**, the URL would be https://nyslearn.ny.gov/Scorm/OER/EEOWDP2023/
   ii.   If your .zip file was named **SLMS_DOT_HIGHWAY.zip**, then your URL would be https://nyslearn.ny.gov/Scorm/DOT/HIGHWAY/
   iii.   The middle and last part of your .zip file become part of your URL.

n.   After adding the URL, click **Save**.

o.   If you want to test your content, you can click on the **Manage Content** button and then click on the **Test Content** button.
   i.   A new tab will open and allow you to preview and walk through your eLearning.
   ii.   If your content fails to launch, then there was an error in the upload, or the URL is incorrect.