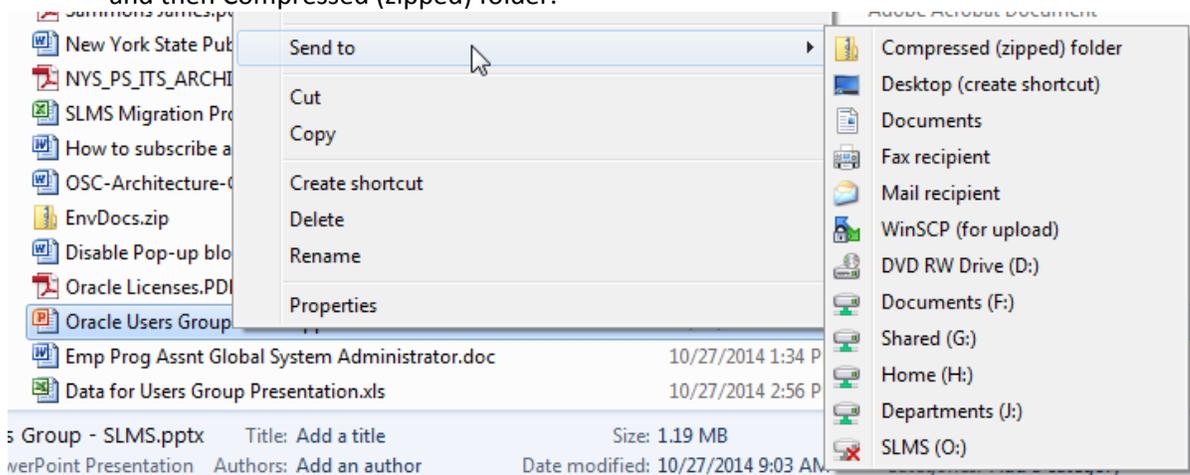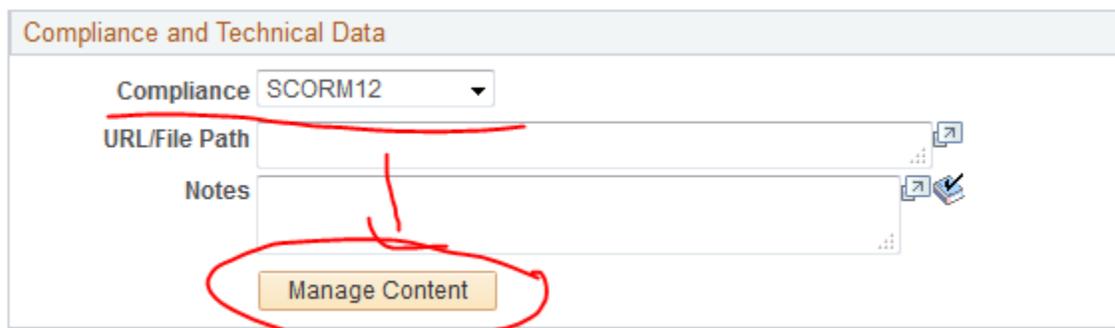## Uploading Non-SCORM Content in SLMS

1. Take your Power Point or PDF file and rename it to remove any spaces (underscores are fine).
2. Zip up your power point file.
   a. You can do this by right-clicking on the file and then moving your mouse to Send To, and then Compressed (zipped) folder.

3. Once your Power Point/PDF is turned into a .zip file, then rename your .zip file using the naming convention outlined in the SCORM Upload Instructions on the SLMS website (https://nyslearn.ny.gov/documents/SCORM_Upload_Instructions.pdf).
   a. The file should be named: **SLMS_DFS_xxxxx.zip.**
   b. After **SLMS_** include your agency acronym (i.e. SLMS_DOT_xxxx.zip, SLMS_OMH_xxxx.zip)
   c. The xxxxx part is something you can fill in yourself.
4. Now, go to your class in SLMS and go into the Web-Based Learning Component.
5. In the Compliance drop-down menu, choose SCORM12.
6. Then click the Manage Content button.

7. Click the Upload Zip File link
   a. A dialog box will open and you can browse your desktop to find the .zip file of your power point.
8. Once you have found your file, click the Upload button in SLMS.
9. You will get an error message – you get this message because you are "tricking" SLMS into thinking this is a SCORM compliant file. You can **ignore** this message and click Ok.

Message

Open of file /psft/92/PELM92/appserv/PELM92/Files/SCORM12_A181900LC338466/imsmanifest.xml failed: No such file or directory. (2,633)

LEM_UTILITIES.Utility.OnExecute Name:ReadFile PCPC:9055 Statement:154

Called from:LM_LEL_IMPORT.GBL.LM_IMP_CRS_WRK.LM_IMP_CRS_SCORM12.FieldChange Statement:41

The open could not be completed because of the error.

[OK]

10. Once you get the message that says your file was uploaded successfully, then click the Save button.

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

Select SCORM File	
Upload Zip File	File uploaded successfully
Save	

Return to Previous Page

11. You will get **two more** error messages – you can ignore them.
    a. Remember, you are tricking SLMS into thinking you are uploading a SCORM compliant file. We do this so that SLMS will unzip the file and place it on both servers.
    b. Click Ok to ignore both error messages.

Message

Invalid Zip File (18091,22)

Please upload a valid IMS compliant Zip file

[OK]

Message

Invalid IMS Manifest File.

Please Load a project with a valid SCORM 1.2 compliant IMS Manifest.

[OK]

12. Click the Return to Previous Page link.
13. Now this is the key part. We've already tricked SLMS into thinking you upload SCORM-compliant content. Now we're going to "un-trick" SLMS.
    a. **Change the Compliance back to None.**
14. In the URL/File Path field, you need to enter the URL consistent with the examples on the SCORM Upload Instructions document. The first part of the URL is always:
    https://nyslearn.ny.gov/Scorm/
    a. The rest of the URL depends on the name of your .zip file **and** the name of your Power Point or PDF file.
    b. If you named your .zip file **SLMS_DFS_WVP.zip** and your Power Point was named **WVP_GOER_Template.ppt,** then your URL will be:
    https://nyslearn.ny.gov/Scorm/DFS/WVP/WVP_GOER_Template.ppt

Compliance and Technical Data

Compliance | None ▼

URL/File Path | https://nyslearn.ny.gov/Scorm/DFS/WVP/WVP_GOER_Template.ppt

Notes |

15. Click the Ok button.
16. Click the Save link to save your class.