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 courses 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.
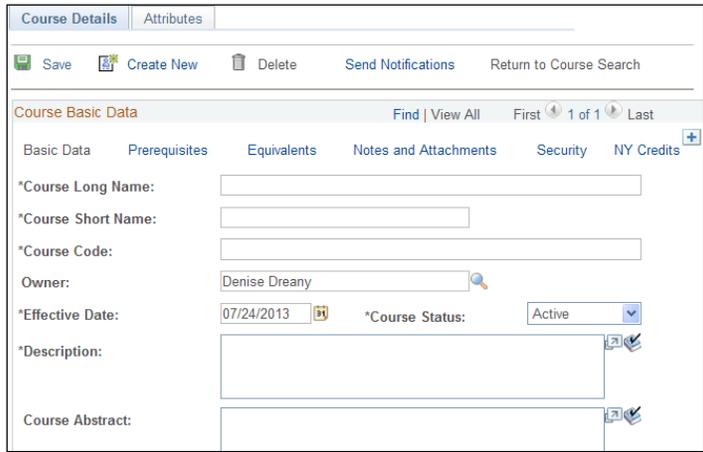2. Name your file using the following naming convention:

<div align="center">

SLMS_XXXX_YYYY.zip
Where 'XXXX' represents your agency acronym,
and 'YYYY' represents your course name.
Example: **SLMS_GOER_EEO2013.zip**

</div>

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.

3. Create the course for your online content in SLMS.
   a. From the **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.
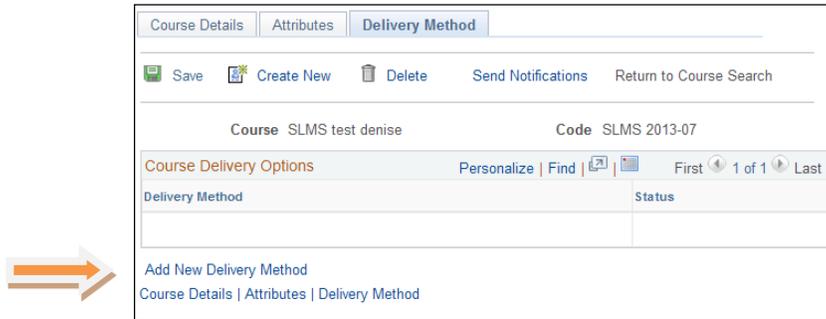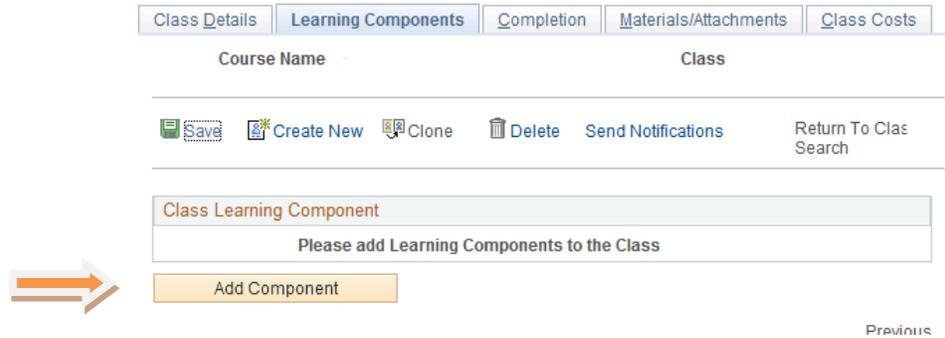
f.   The **Delivery Method** page will appear.

g.   Back date the Effective Date.

h.   In the **Delivery Method** field, click the magnifying glass next to the field and select **Online**. Click **Save**.

4.   Create the class for your course and upload your online files to the class.

a.   Once you save your Delivery Method, the **Classes** tab will appear. You can click that tab and then click **Add New Class.**
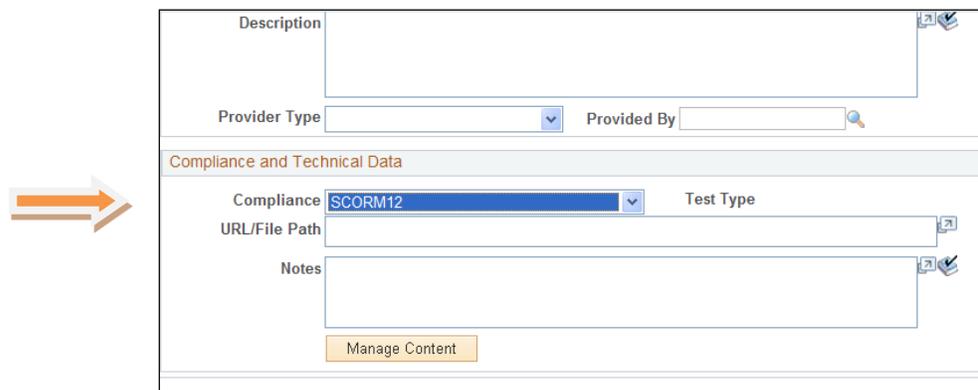

- Alternatively, if you are starting from the homepage, you can navigate to **Main Menu→Enterprise Learning→Catalog→Maintain Classes**.
- Click the **Add a New Value** tab.
- Lookup the Course you are creating the new Class for.
- Click the **Add** button.

b.   Fill in the required information on the **Class Details** page, including Start Date, Class Code

- Don't forget to scroll to the bottom to add Learning Environments and Learner Groups.

c. When finished with the **Class Details** page, click **Save** and then 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.

h. Click the **Manage Content** button in order to load your .zip file.
i. Click on the **Upload Zip File** and then click on the **Browse** button in the search field that appears. When you have found your file, click the **Upload** button.

j. When your file has successfully loaded, click **Save**.

k. You can test your upload by clicking on the **Test Content** button.
l. Click the **Return to Previous Page** link to finish setting up your Learning Component.
m. In the URL/Path field, you will enter the URL. The first part of the URL is always: https://nyslearn.ny.gov/Scorm/
n. The next part of the URL comes from the name of your .zip file.
  • For example, for a file named **SLMS_GOER_EEO2013.zip**, the URL would be https://nyslearn.ny.gov/Scorm/GOER/EEO2013/
  • The middle and last part of your .zip file become part of your URL.