

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:

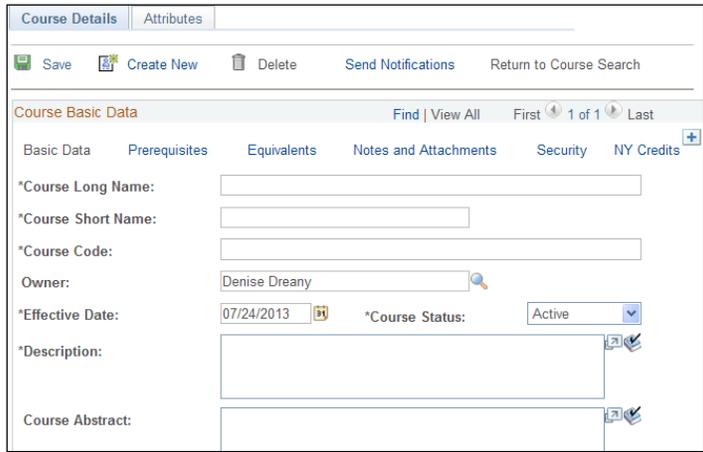
SLMS_XXXX_YYYY.zip

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

Example: **SLMS_GOER_EEO2013.zip**

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.

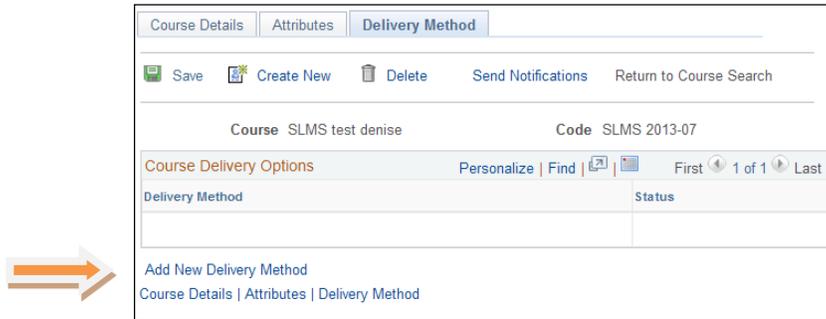
3. Create the course for your online content in SLMS.
 - a. From the **Main Menu** → **Enterprise Learning** → **Catalog** → **Maintain Courses**.
 - b. The **Maintain Courses** page will appear. Select the **Add New Value** tab.
 - c. The **Course Details** page will appear. Fill in the appropriate details for your course and then click **Save**.



The screenshot shows the 'Course Details' form in the SLMS Administrator interface. The form is titled 'Course Details' and has a tab for 'Attributes'. Below the title bar, there are several action buttons: 'Save', 'Create New', 'Delete', 'Send Notifications', and 'Return to Course Search'. The main content area is titled 'Course Basic Data' and includes a search bar and pagination controls. Below this, there are several tabs: 'Basic Data', 'Prerequisites', 'Equivalents', 'Notes and Attachments', 'Security', and 'NY Credits'. The 'Basic Data' tab is selected, and the form contains the following fields:

- *Course Long Name:
- *Course Short Name:
- *Course Code:
- Owner:
- *Effective Date:
- *Course Status:
- *Description:
- Course Abstract:

- 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.

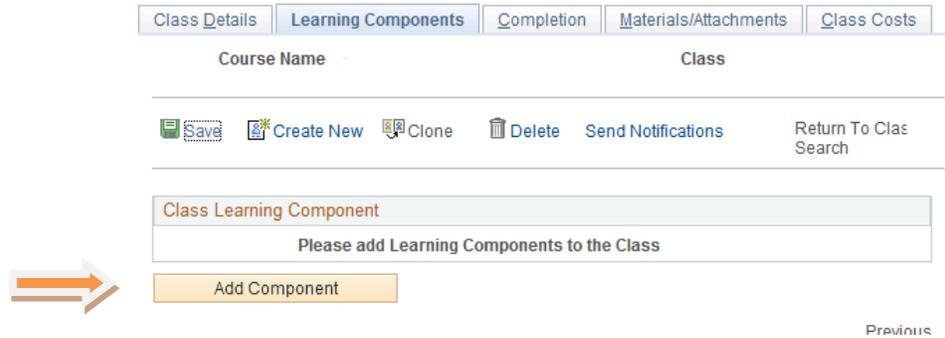


- f. The **Delivery Method** page will appear.
 - g. Back date the Effective Date.
 - h. In the **Delivery Method** field, click the magnifying glass next to the field and select **Online**. Click **Save**.
4. Create the class for your course and upload your online files to the class.
 - a. Once you save your Delivery Method, the **Classes** tab will appear. You can click that tab and then click **Add New Class**.



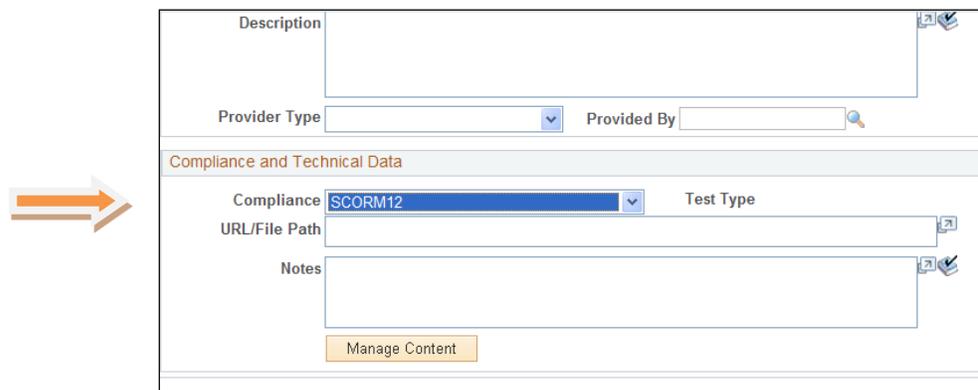
- Alternatively, if you are starting from the homepage, you can navigate to **Main Menu**→**Enterprise Learning**→**Catalog**→**Maintain Classes**.
 - Click the **Add a New Value** tab.
 - Lookup the Course you are creating the new Class for.
 - Click the **Add** button.
- b. Fill in the required information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



The screenshot shows the 'Learning Components' tab selected. Below the navigation tabs, there are fields for 'Course Name' and 'Class'. A toolbar contains buttons for 'Save', 'Create New', 'Clone', 'Delete', 'Send Notifications', and 'Return To Class Search'. A message box says 'Please add Learning Components to the Class'. An orange arrow points to 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.



The screenshot shows the 'Compliance and Technical Data' section. The 'Compliance' dropdown menu is open and 'SCORM12' is selected, highlighted with an orange arrow. Other fields include 'Description', 'Provider Type', 'Provided By', 'URL/File Path', and 'Notes'. A 'Manage Content' button is at the bottom.

- 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.

Class Details

Manage Online Class Content

Upload the content for the online class by selecting the appropriate link for each type. When you have successfully uploaded all the files select the Save button.

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

Select SCORM File

[Upload Zip File](#)

[Save](#)

[Return to Previous Page](#)

File Attachment [Help](#)

[Browse...](#) No file selected.

[Upload](#) [Cancel](#)

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

Class Details

Manage Online Class Content

Upload the content for the online class by selecting the appropriate link for each type. When you have successfully uploaded all the files select 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](#)

- 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.