

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:

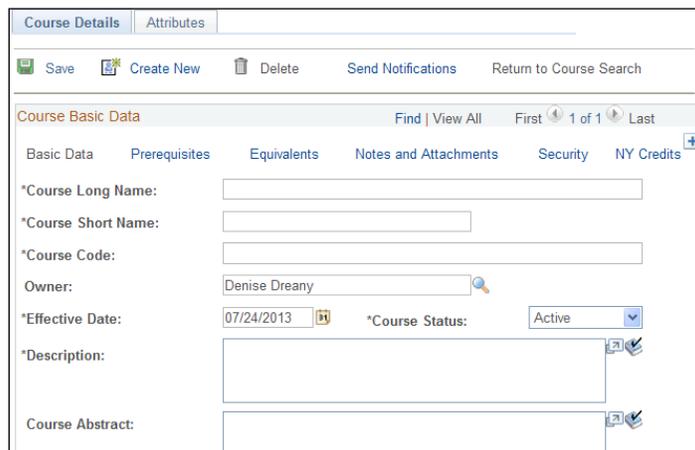
**SLMS\_XXXX\_YYYY.zip**

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

Example: **SLMS\_GOER\_EEO2013.zip**

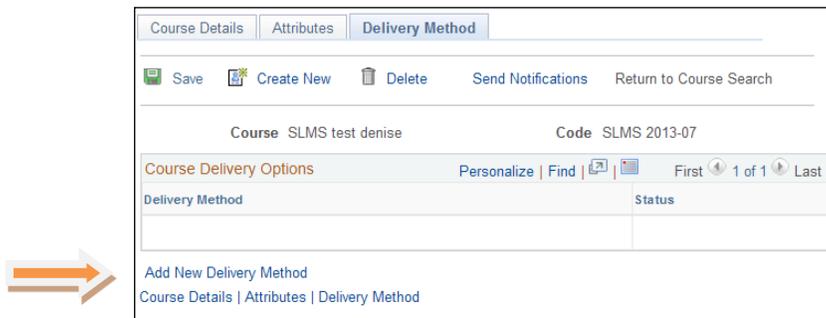
Course names can **only** contain letters and numbers, without underscores, spaces, or special characters. Naming your zip file with this convention is very important, because this is how the automated script will know which directory to place your course in. This will ensure that it is placed in a directory 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 sub-tab 'Attributes'. It includes a navigation bar with 'Save', 'Create New', 'Delete', 'Send Notifications', and 'Return to Course Search'. Below the navigation bar is a section for 'Course Basic Data' with a search bar and pagination controls. The form fields include: '\*Course Long Name:', '\*Course Short Name:', '\*Course Code:', 'Owner:' (with a dropdown menu showing 'Denise Dreany'), '\*Effective Date:' (with a date picker set to '07/24/2013'), '\*Course Status:' (with a dropdown menu set to 'Active'), '\*Description:', and 'Course Abstract:'. Each field has a small icon to its right, likely for help or validation.

- 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.

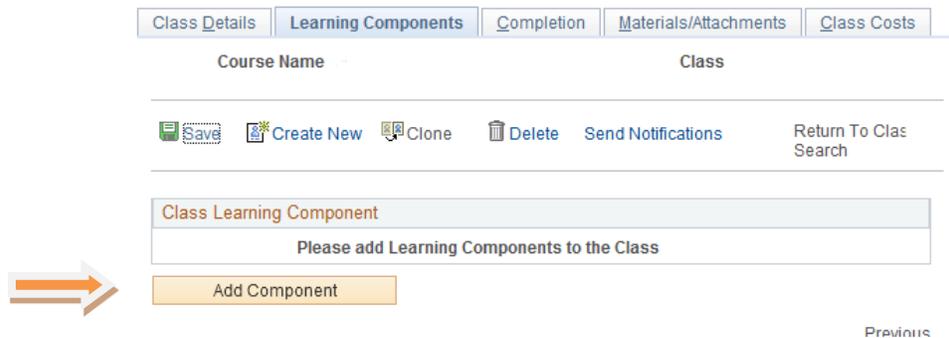


- f. The **Delivery Method** page will appear.
  - g. Back date the Effective Date.
  - h. In the **Delivery Method** field, click the magnifying glass next to the field and select **Online**. Click **Save**.
4. Create the class for your course and upload your online files to the class.
    - a. Once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



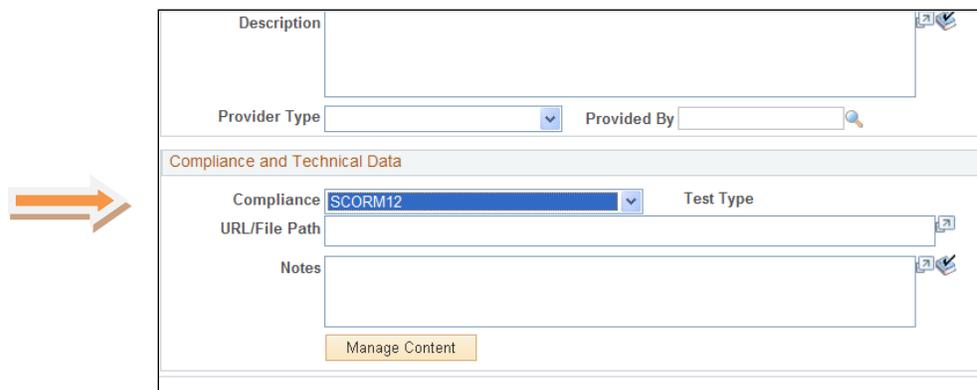
- Alternatively, if you are starting from the homepage, you can navigate to **Main Menu**→**Enterprise Learning**→**Catalog**→**Maintain Classes**.
  - Click the **Add a New Value** tab.
  - Lookup the Course you are creating the new Class for.
  - Click the **Add** button.
- b. Fill in the required 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 section titled 'Class Learning Component' contains the text 'Please add Learning Components to the Class' and an 'Add Component' button. An orange arrow points to this button. A 'Previous' link is visible at the bottom right.

- 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. It includes a 'Description' field, a 'Provider Type' dropdown, and a 'Provided By' field with a search icon. The 'Compliance' dropdown is set to 'SCORM12' and is highlighted with an orange arrow. Below it are fields for 'URL/File Path' and 'Notes'. A 'Manage Content' button is located at the bottom of the section.

- h. In the URL/Path field, you will enter the URL. The first part of the URL is always: <https://nyslearn.ny.gov/Scorm/>. The next part of the URL is your file name (minus the .zip.) ending with a forward slash. For example, for a file named **SLMS\_GOER\_EEO2013.zip**, the URL would be <https://nyslearn.ny.gov/Scorm/GOER/EEO2013/>.