

The logo for LearnConnect is centered within a large, stylized white cloud with a soft drop shadow. The word "Learn" is in a bold, black, sans-serif font, and "Connect" is in a bold, orange, cursive script font.

Learn *Connect*

HOW TO CREATE NEW SCORM LEARNING

Hello and welcome to LearnConnect Help. I'm going to show you how to create a new learning for a SCORM course. **Please note that LearnConnect only supports the SCORM 1.2 format.**

Let's begin by selecting the "Create Learning" tab under "Manage Learning" in the top menu.



You'll notice that "Create Learning" is a wizard split into four steps:

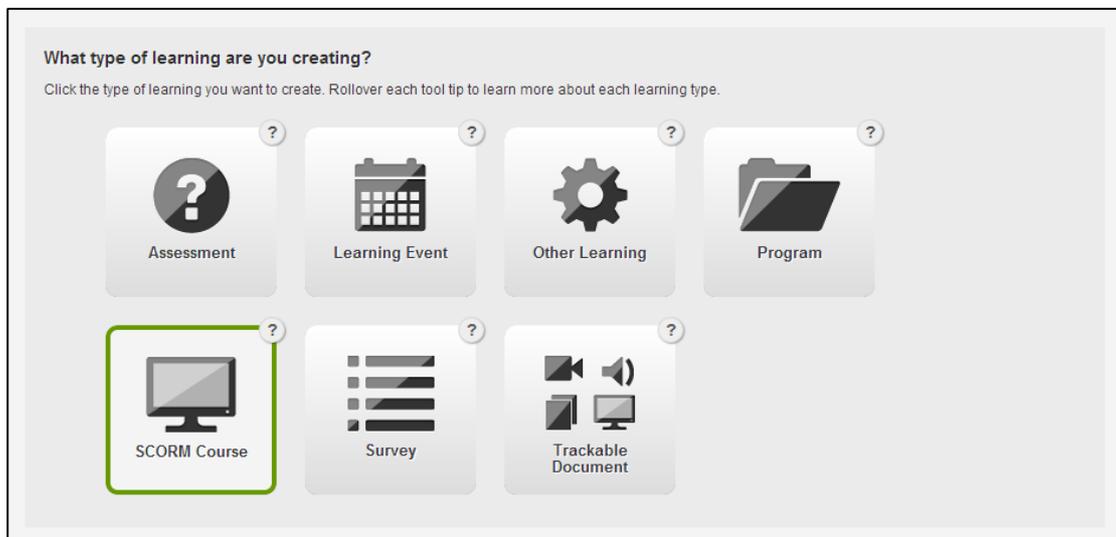
1. "Learning Type", where you define what type of learning you're adding;
2. "Description", where you describe your learning;
3. "Details", where you add or define the learning; and
4. "Review/Publish", where you get to see your learning in action before it's added to your library.



Let's start with Step 1 – "What type of learning are you creating?"

This wizard allows you to create different types of learning within the LMS. For this demonstration, I'll show you how to create a SCORM course learning item.

First of all, I want you to select a "Learning Type", which in this case will be a SCORM course, and select "Next", which will take you to step 2 – "What are the details of your SCORM course?"



Step 2 asks you to describe the learning that you want to create. Here you'll provide the information that will be shown in the library. It informs users what they can expect to achieve once they've completed their learning.

Begin this step by adding the name or title of the learning, which should be short and succinct.

Next, you'll need to enter an identifier. An identifier is a term that you can use to help you locate your learning behind the scenes. For example, an identifier might be the learning title with a date, a year or perhaps even an accreditation code or any other unique term that can help you to track the learning.

Next, you can use the overview to provide a detailed description of the learning. I'd encourage you to use descriptions which include an overview of the learning, what the expected learning outcomes should be, and a list of the learning objectives.

The screenshot shows a form with the following fields and sections:

- Name *:** A text input field.
- Identifier *:** A text input field.
- Overview:** A rich text editor with a toolbar containing options for bold (B), italic (I), underline (U), strikethrough (ABC), font color, background color, bulleted list, numbered list, link, unlink, and a 'Format' dropdown menu.
- Approx Duration (minutes):** A text input field.
- Has Certificate:** A checkbox.

Once you've typed this information into the editor field provided, you can then use the text editor options to adjust the formatting. When you're happy with your description, add the expected duration of the learning in the field provided.

There are a number of other descriptors that you can add using the "Description" wizard. For example, you can upload completion certificates by checking the "Has Certificate" box. Users will then receive a certificate on the successful completion of the learning.

Another feature of this wizard is the ability to add tags. Tags are words or phrases that describe the learning and are used to categorise the learning in the LMS. Tags can describe topics like "Compliance", or the even the type of learning itself such as "Video", "Audio", or "Policy". The tags area allows you to select existing tags, or quickly add your own.

The screenshot shows a section titled "What tags would describe this Learning Event?" with the following details:

- What tags would describe this Learning Event?**
- Tags are broad terms that describe the topic of the Learning Item. Think of them as topics or category titles.
- Description Tags:** A text input field.
- New Tags:** A text input field.

You might also want to add a primary contact for the learning by using the dropdown menu. Simply start by typing their contact details into the field for an auto complete or, alternatively, you can scroll down to select someone from the list provided.

▼ **Who is the Manager for this Learning Event**
Primary Contact Summary

Manager:

Once you've had some practice and become an advanced user, the "Description" tool will also allow you to add archive dates, version names and lots of other information.

▼ **Advanced Details**
Advanced Details Summary

Archive Date:

Version Info:

Provider: (Not specified)

Internal Cost:

Points:

And that's it for step 2. Now let's move on to step 3 – "What are your SCORM details?"

This step allows you to attach your learning. In this case, we're going to upload a SCORM course. To do this, we'll need to select the "Upload" button. Locate the learning you want to attach and simply select the file.

Upload your SCORM item
Choose a single file to upload as your SCORM Learning Item

Choose a file (50MB Max)

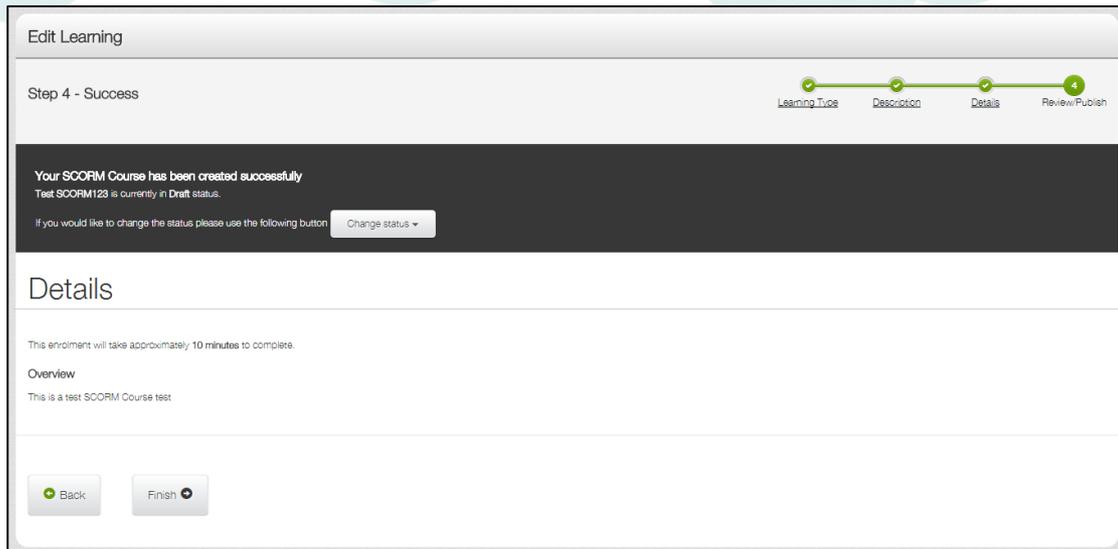
Remember, when uploading a SCORM course, that you're restricted to a maximum upload size. This is usually 50 megabytes, but in some cases, this might be a little higher or lower. If your SCORM course is higher than 50 megabytes, please contact your system administrator to make sure that you'll be able to publish it.

Once you've uploaded your SCORM course, you'll need to provide a pass score for the successful completion of the learning. Depending on what that score is, type it in here and select "Next".

Great work! We're almost there!

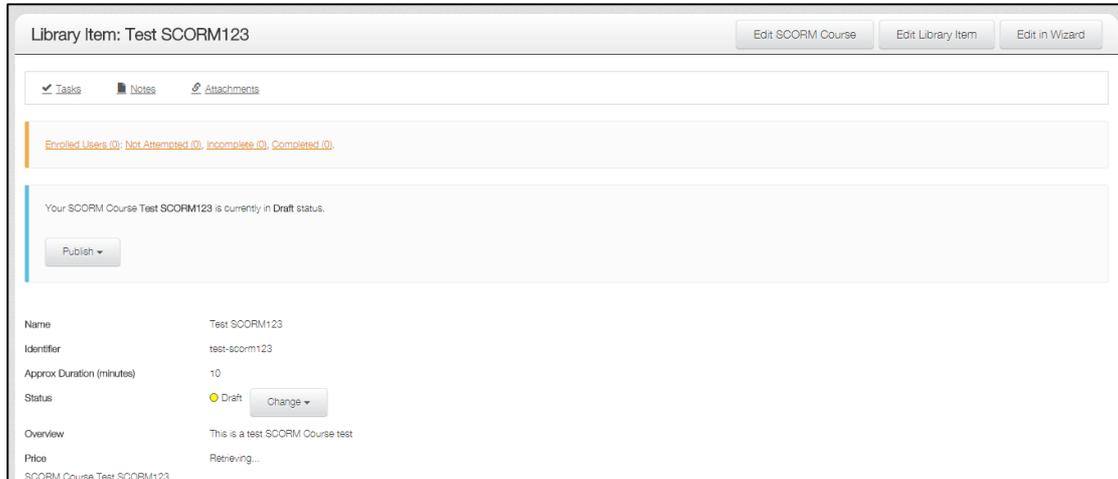
It's now time for the fourth and final step in the "Create Learning – SCORM courses" process - "Success".

By completing the previous steps, you'll now have a draft version of your learning.



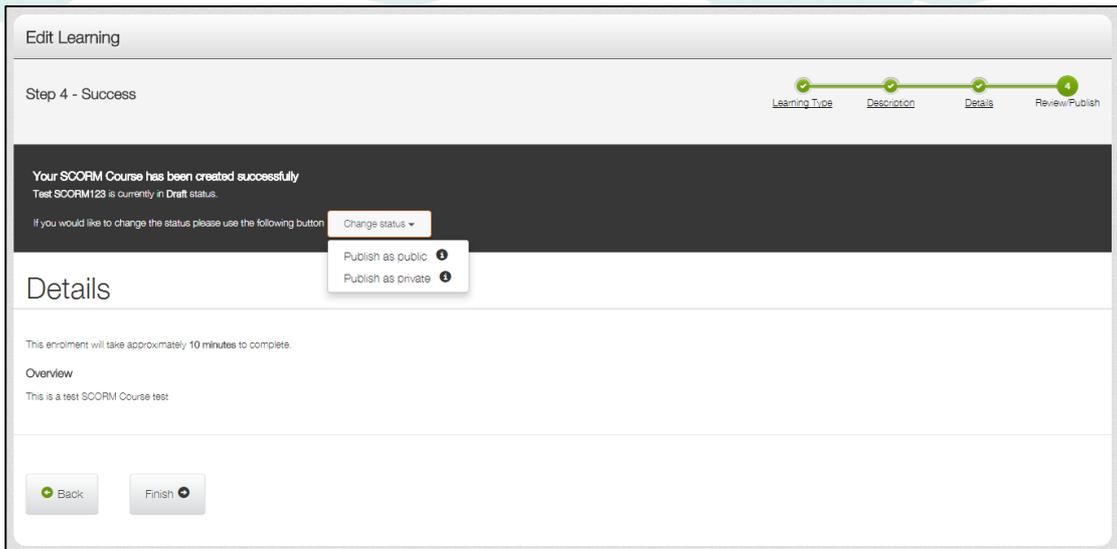
You have two options; to save the SCORM course as a draft or to publish the SCORM course. Draft learning is the state where a learning item exists in the library but can't be viewed or assigned to any users. To make this learning available within the system, it will first need to be published.

If you would like to keep your SCORM course in draft status, select the "Finish" button. Your SCORM course is saved as a draft. When you are ready to publish your draft SCORM course, select the "Publish" button.



If you are ready to publish your SCORM course, look over all the details and make sure everything is appearing correctly. If not, you can go back and edit the details by selecting the "Back" button, or choosing the related step in the green progress bar at the top.

When you're happy with everything you see, it's time to publish your SCORM course. To do this, select 'Change status' drop down arrow, and then select whether you want your SCORM course to be published privately, or publically.



Private publishing allows administrators and managers to view your SCORM course in the library. Users will not have this visibility.

Public publishing means that your SCORM course can be seen in your library by anyone. This also allows your users to request the SCORM course, if your LMS has this functionality active.

And that's how to create a SCORM course!