Job Aid: Importing a SCORM Course Without the Wizard



August 2014

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Section 1: Importing a SCORM Course

Importing SCORM in LMS

Once you have received the zipped course package log into the opportal application and then launch the Course Manager application.

 Import the SCORM course – As a Site Admin, you have access to the administrative features of the OPCM. In the Administration tab, go to the Import/Export option, and then Import data. This will bring you to the OPLS SCORM Import page. You need to name the SCORM course and browse for and import the course, this name appears above the course. The SCORM package must be in an acceptable zip package and contain the appropriate SCORM files, such as the imsmanifest.xml in the root directory.

This import process checks the SCORM compliance of the course and unzips it to the appropriate directory on the server.

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ort functions allow you to	o transfer information from	an external source into your Learning Servir database	Time Zonas		
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Import Usera	CSV Re (commalquote)	Import users from a CSV (commaripante) text file	Ouston Fields	1	
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Import Course	Zip Sie (* zip)	Import a course from a cip file. Each file in the cip will be exported as a single p	Deletion Tasks		
		with a single accel. The pages may be assigned to an existing course or import	Transfer Course		
		The a new course we prime new must be imported from a single rap an	Import / Export		
import Scorn Cause	Zip 80. (*.20)	Import a Scorn 1.2 or 1.3 (2004) compliant course	File Management	Import Data	
			Manage Reports	Export Data	
			Ouston Links	100 million (100 m	
			User Seasions		

2. Once the course has been imported, then you need to create an asset to attach it to. Go to the Content Drop down and click on Assets. If the SCORM Module has been activated for this slice, then you will have a third Asset import type available, SCORM Asset Type. Click this button and create a name, description, and category for this asset. Then pick the SCORM course that you just created from the dropdown list of available SCORM courses.

CONTENT: ASSETS	
Add Single-File Asset Add Multi-File Asset	Add SCORM Asset Text Search
Filter Category: - All -	Name:
ID Asset Name	Asset Type

Asset Name				
Description:				
Asset Type	SCORM			
SCORM Course	- select course -	14		
Category:	element k test 2	n	8	
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	lord			
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	RFG-SCORM-Test-2			
	savedata			
	SCORM 2004 prodding			
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	scom_fci			
	test courselab			
	toy1			
	Venture Bank EdComm			
	verb prep			
	Verb SCorm	*		

- 3. Once the imported SCORM course has been associated with an asset, it can now be assigned to a course as a regular asset would be. You need to create the assignable course, the topic, and the page for that course. Then assign the SCORM asset to the page.
- 4. To create a course, go to Content Courses. Add a new course from the list below.

🔐 Home 👔 Help 🚺 Logout 🛛 🛛 Users & Group	s Content	Assessme	ents Skil	ls Event	ts & Activities	Notifications	Administration
	Course	s					
ONPOINT MANAGER	Topics						
Welcome to the Learning Server Course Manager	Pages	6					
	Asse	ts					
	Vork Nugge	ts					
	Library		it Demo Si	ice			
L	ogir Reports						
	Logged in as: /	Administrato	r, OnPoint				Administ
F	ending						
	Course reques	ts pending a	pproval:		None		
	Assessment S	et requests	pending ap	proval:	None		
	Nugget reques	ts pending a	pproval:		None		
	Event registrat	ions pending	approval:		Approve		

Fill in the necessary fields for your course and click Save.

At the course information page, you now have a series of tabs. Click the Assignments tab as we will now Add a topic to the course.

5. Topics can be added directly to a course or created separately and assigned to a course. A topic is in essence a chapter of a course. This allows tests to be placed in the middle of multi page courses and can be used for organization purposes. For our purposes we are going to Add a topic and fill in the necessary details for the topic which is merely a name, description for searching purposes and a category.

Course Information	Assignments	Triggers	Prerequisites	Course Outline	Glossary	Certificates	Skill	Version	Comments
Course Name: Samp	ale SCORM cour	se							
Introduction Page			Assign						
Use welcome mes	sage								
Course Topecs			Assign Sequen	ce Add					
it test									
Assessments			Aasign						
Course Coordinator	•		Assign						
Assigned Users			Assign View	Status					
Assigned 0									

6. Once you select save here, you will be taken to the Topic information page where you can now assign or Add a page. The page is the holder of the SCORM asset that we created earlier. Click the add button at the Topic Pages heading. From here, we will give the Page a name, a description if desired, and be sure to change the Page Type to either SCORM or SCORM full screen. The page type must be one of these two types. The basic SCORM page type will open the SCORM object within the iframe of the page. The SCORM full screen will launch the SCORM course in its own window. Once you have saved the page. Now we need to assign the asset to the page.

CONTENT: TOPIC			
Topic ID: 535 Topic Name: test Description: Category: OnPoint Testing Status: Active			
😭 Edit 🤤 Refresh New Topic	c Course		
Introduction Page	Assign		
Topic Pages	Assign	Sequence	Add
Assessments	Assign		
Assigned to Courses			
Sample SCORM course Created Dep 5 2008 12:14 RM by OpRaint Admin	aistrator		
Updated Dec 5 2008 12:14 PM by OnPoint Admin Updated Dec 5 2008 12:14 PM by OnPoint Admin	inistrator		

7. At the Page information page, click the Assign link at the bottom of the page where it says Assets. Now find the SCORM asset you created earlier and assign it to the page.

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CONTENT: PAGE			
Page ID: 514	2		
Page Name: test	t		
Page Title:			
Description:			
Background:			
Category: On	Point Testing		
Minimum Time: No	limit		
Page Type: Nor	mal		
Status: Act	ive		
😭 Edit 🕞 Refres	h New Page	Topic	Course
Assets		Assign	
Assigned to Topics			
test			
Assigned to Nuggets	3		
Created			
Updated			

The Asset placement Page should be left at the defaults and click Save.

8. From the Page that you have been returned to, there is an option to return to the course that you have created. Click this course button. This will take you back to the Course assignment page. From here, you can assign users to the SCORM course.

CONTENT: PAGE
Page ID: 5142
Page Name: test
Page Title:
Description:
Background:
Category: OnPoint Testing
Minimum Time: No limit
Page Type: Normal
Status, Active
😰 Edit) 😋 Refresh New Page 🕢 Topic 🕢 Course
Assets Assign
127AE_m00_01_01_parent Link center placement/remove
Assigned to Topics
test
The Applianced to Museosto
Assigned to Nuggets
Created
Updated

9. Click the Course Information page. Here at the bottom of the page, you will see a Publish button. This button checks the integrity of the course you have created and makes it available to the users in the system. Publish the course.

Notes: SCORM course s are not preview able in the OPCM application as a SCORM course has to be run by a SCORM API which is only available when taking a course through the Opportal.