Job Aid:

Importing a SCORM Course Without the Wizard

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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.

1. 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.
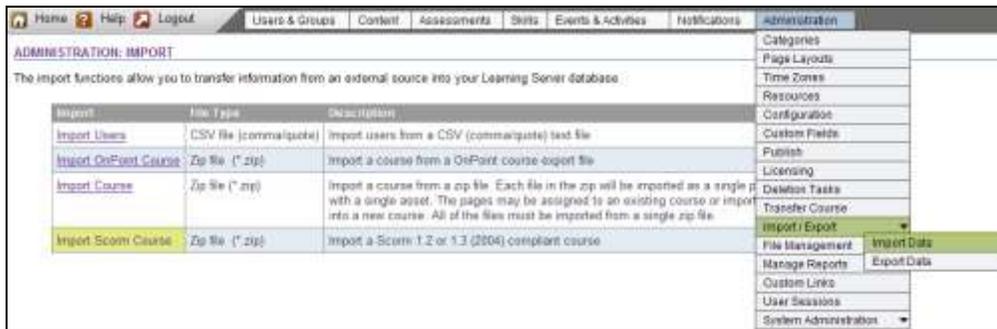
2. Once the course has been imported, then you need to create an asset to attach it to. Go to the Content Drop down and click on Assets. If the SCORM Module has been activated for this slice, then you will have a third Asset import type available, SCORM Asset Type. Click this button and create a name, description, and category for this asset. Then pick the SCORM course that you just created from the dropdown list of available SCORM courses.
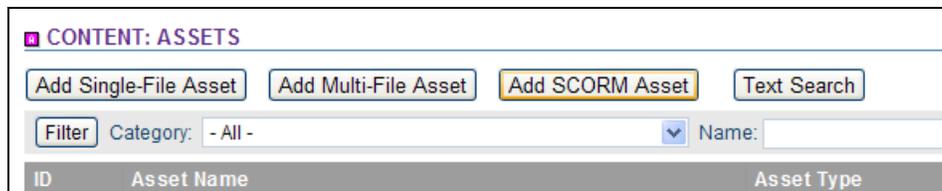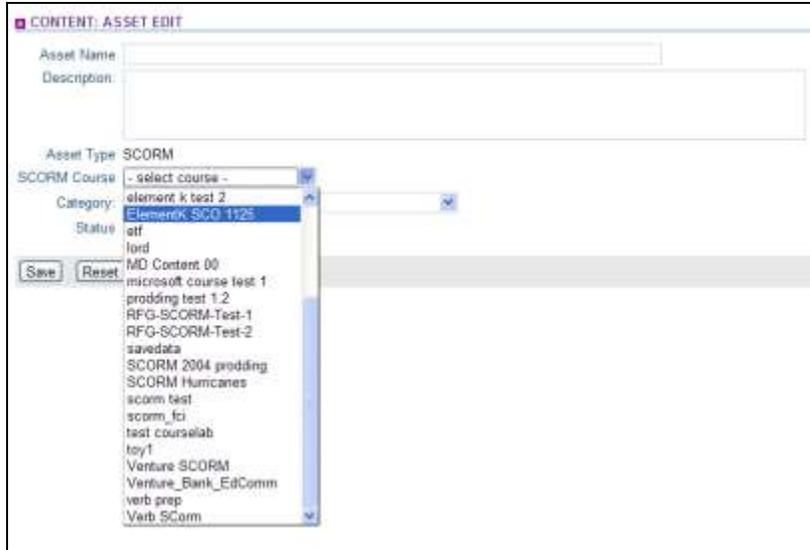
3. Once the imported SCORM course has been associated with an asset, it can now be assigned to a course as a regular asset would be. You need to create the assignable course, the topic, and the page for that course. Then assign the SCORM asset to the page.

4. To create a course, go to Content Courses. Add a new course from the list below.
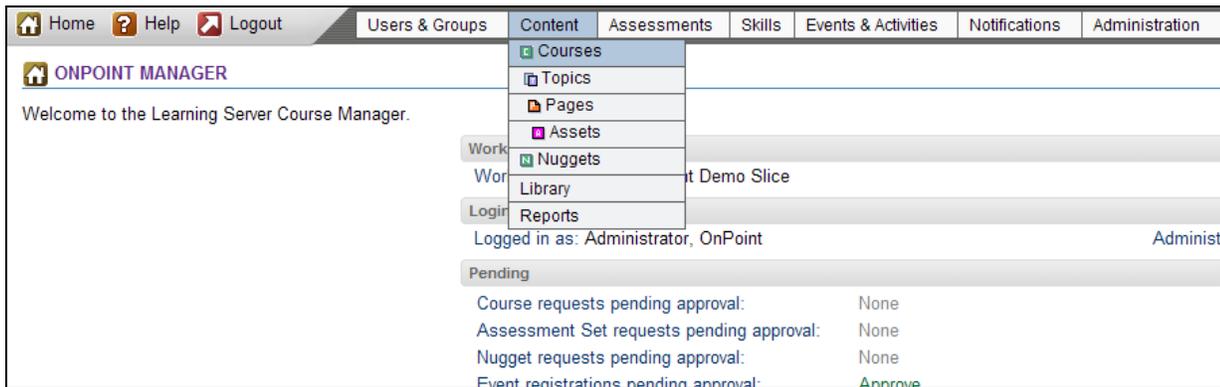
Fill in the necessary fields for your course and click Save.

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.
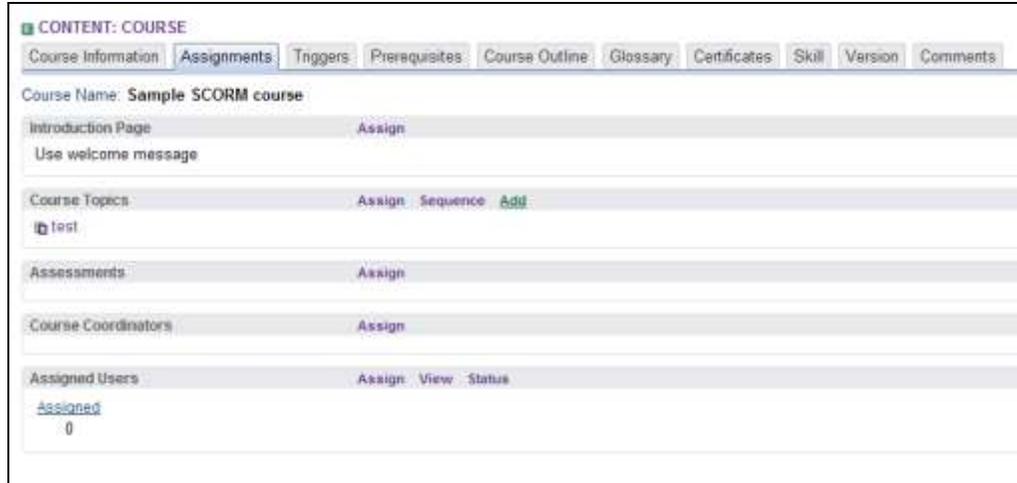
6. Once you select save here, you will be taken to the Topic information page where you can now assign or Add a page. The page is the holder of the SCORM asset that we created earlier. Click the add button at the Topic Pages heading. From here, we will give the Page a name, a description if desired, 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.
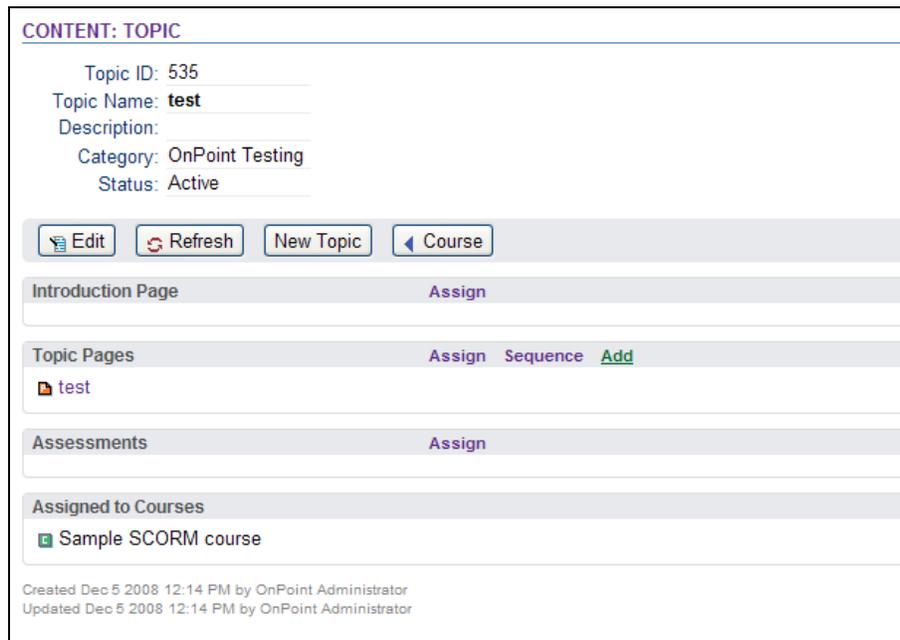
7. At the Page information page, click the Assign link at the bottom of the page where it says Assets. Now find the SCORM asset you created earlier and assign it to the page.

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.

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.