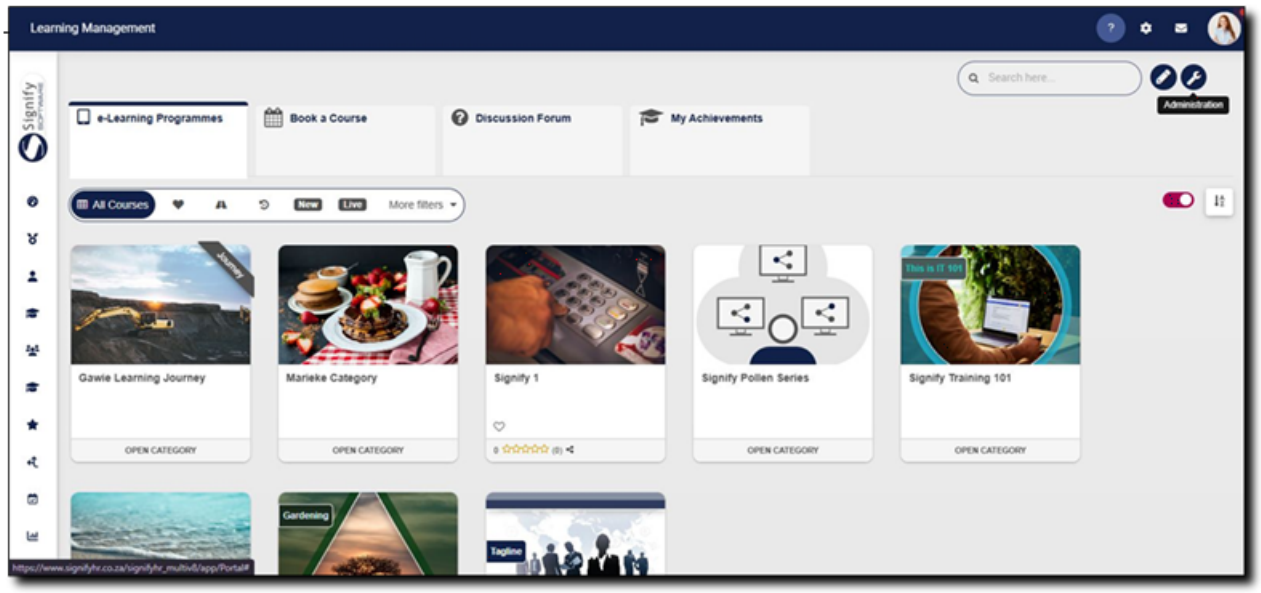
Use the SCORM Library

SCORM and xAPI are files that allow interactive eLearning content to be easily uploaded to a Learning Management System (LMS). SCORM files are packaged into zip files to ensure the eLearning content imports and launches correctly.

A Learning Content Library is provided on the SignifyHR platform, which allows administrators to:

- Upload new eLearning content, and
- Update or remove existing content.

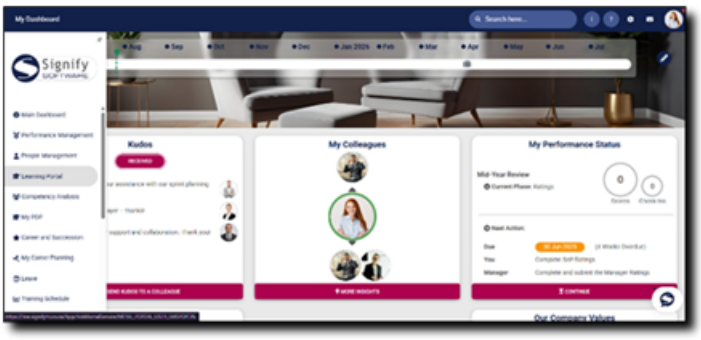


UPLOAD SCORMs

It is essential to note that the blue circles in the screenshots indicate where you must click on the screen.

1. Log in to the system using the URL, username, and password provided to you.

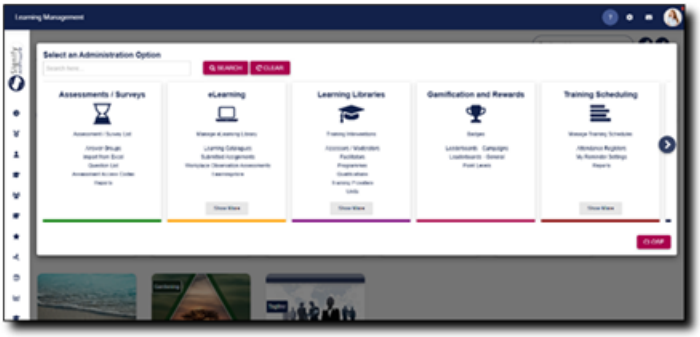
2. Click to navigate to the **Learning Portal**.



3. Click the spanner icon to access the **System Administration** menu.



4. Click on **Show More** under the **eLearning** menu.



5. Click on **SCORM / xAPI** under the **Content Libraries** menu.



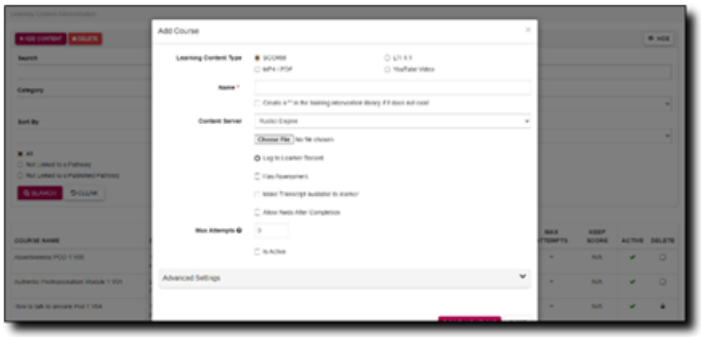
6. The Learning Content Library stores and organises all the eLearning content that has been uploaded onto the system.

> You can search for a specific SCORM file by using the panel at the top of the page. Filter search results using specific search criteria, such as categories or whether they have been linked to a pathway.

To add a new SCORM file, click on **Add Content**.



7. Select a SCORM zip file from your local storage by clicking **Choose File**.



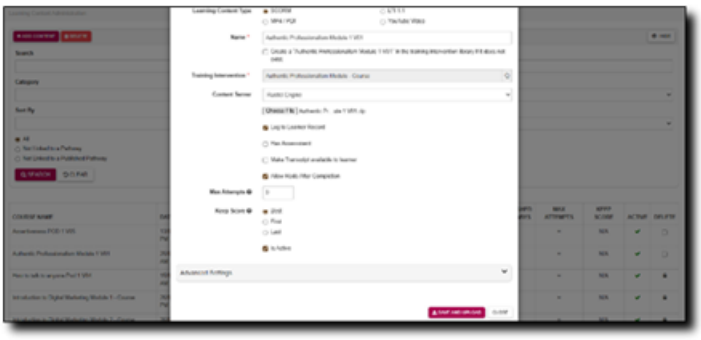
8. Populate the fields with the SCORM's information, such as the

- Learning content type,
- Name of the SCORM,
- Content server, and
- Maximum number of attempts.

You can also select checkboxes, which will:

- Create a training intervention with the same title as the SCORM in the Training Intervention library if one does not exist already.
- Log this eLearning activity to the person's learner record.
- Show whether the activity contains an assessment.
- Make the transcript available to the person.
- Allow the person to redo the activity.
- Mark the SCORM as active.

Click **Save and Upload** when you are finished or click **Close** to discard your edits.



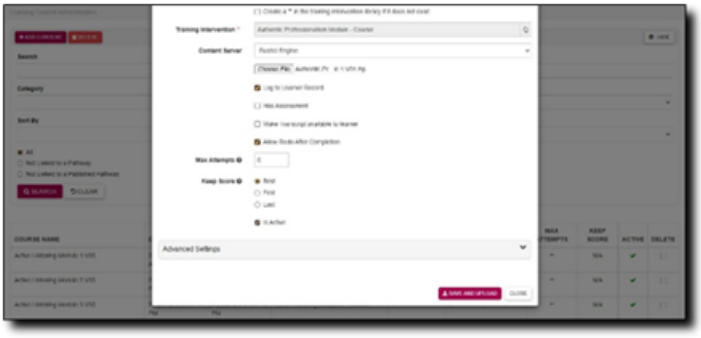
9. If you have selected the checkbox that logs the eLearning activity to the person's learner record, you can select the training intervention by clicking on the hand icon.



Select the training intervention from the training intervention library, or click **Add** to add a new training intervention.



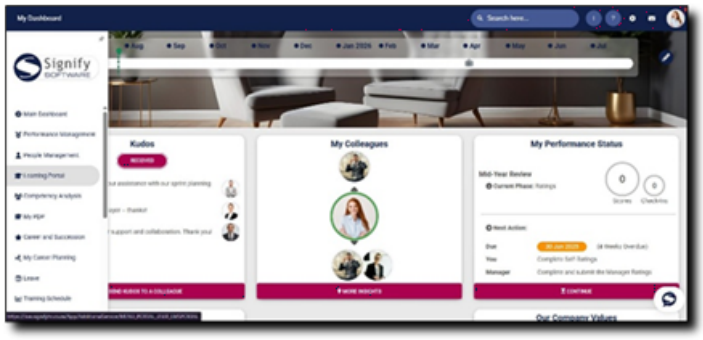
Once you have selected the training intervention, click **Save and Upload** or click **Close** to discard your edits. The SCORM file is now ready to be linked to a pathway.



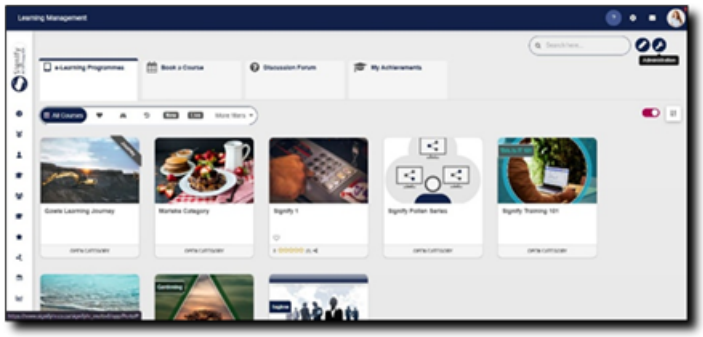
UPDATE OR REMOVE SCORMs

It is essential to note that the blue circles in the screenshots indicate where you must click on the screen.

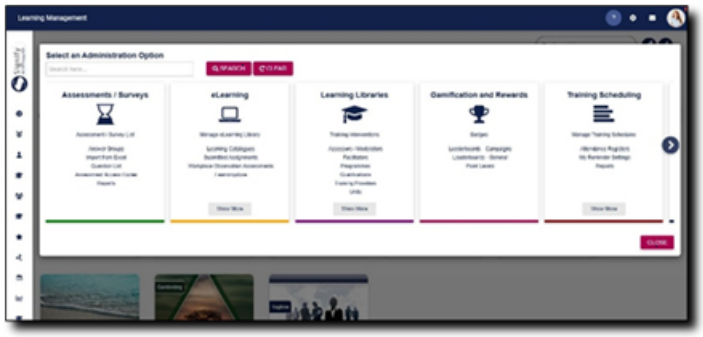
1. Click to navigate to the **Learning Portal**.



2. Click the spanner icon to access the **System Administration** menu.



3. Click on **Show More** under the **eLearning** menu.



4. Click on **SCORM / xAPI** on the **Content Libraries** menu.



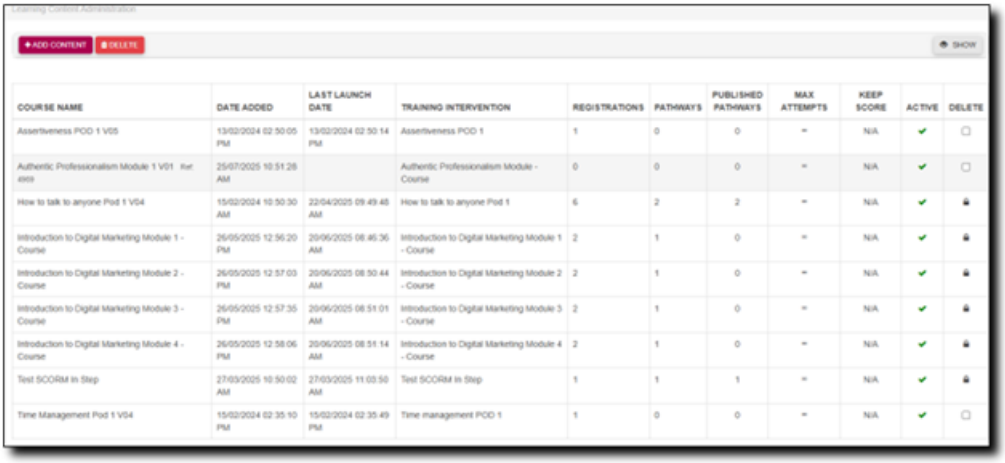
5. The table provides an overview of the information linked to each SCORM, such as:

- the date added,
- training intervention linked,
- number of registrations, and
- number of pathways to which it is linked.

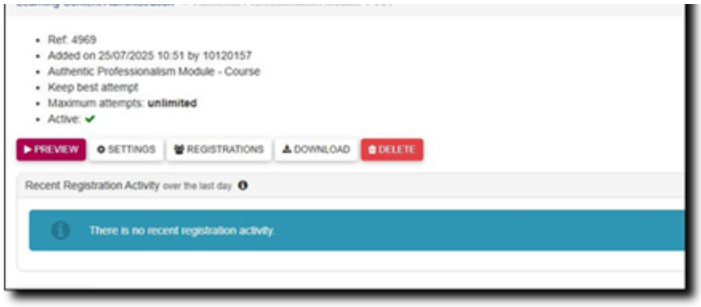
Administrators can also get an overview of the settings for each file, such as:

- the status,
- maximum number of attempts, and
- which score to log to keep.

Click on a SCORM file to edit.



6. Click **Preview** to preview the eLearning file.



7. Click **Settings** to update the SCORM's settings, such as

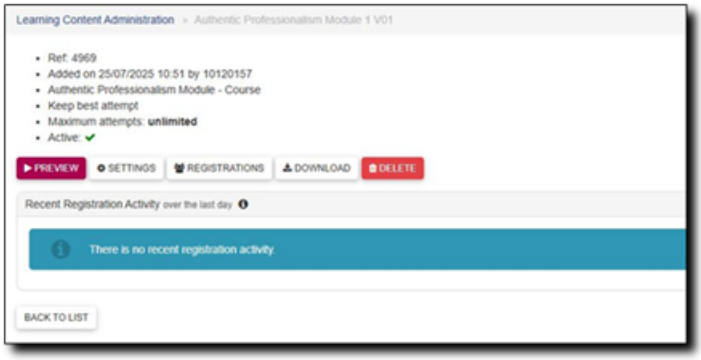
   - maximum number of attempts,
   - which score to keep, and
   - whether the SCORM is active or not.



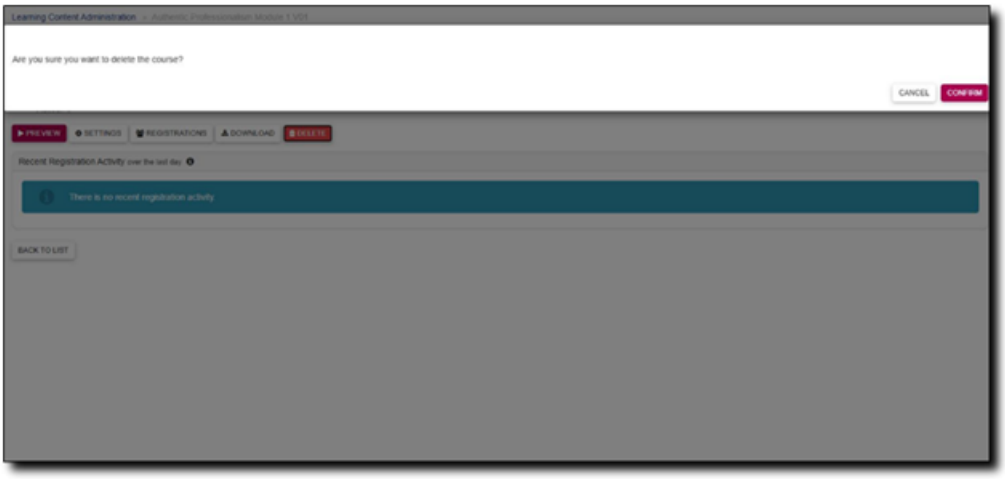
8. Click **Registrations** to view the people that have attempted the SCORM.



9. Click **Download** to save a local version of the file.



10. Click **Delete** to remove the file from the Learning Content Library, then click **Confirm** to complete the deletion.



> **Please note, only a SCORM that is not linked to a pathway can be deleted.**

11. From the Learning Content Library screen, checkboxes can be ticked to delete multiple SCORMs at a time. Click **Delete** to complete the deletion.



> **Please note that only SCORMs that are not linked to a pathway can be deleted.**

Revision #3
Created 2025-02-03 15:19:46 UTC by Chanan Stenden
Updated 2025-12-02 10:52:15 UTC by Chanan Stenden