

# VinciWorks

## Uploading a SCORM course explained

*Step by step instructions*

# Step 1: Add new SCORM course

The screenshot shows the 'Compliance Learning Management System' dashboard. The top navigation bar includes icons for 'My Upcoming Activities', 'Find an Activity', 'Take an Online Course', 'Log a Completed Activity', 'My Completed Activities', 'My Accreditation Status', and 'My Policies'. A user profile 'Hello' is visible with a 'Sign out' button and a 'Customise this Dashboard' link. The left sidebar contains a menu with 'Online Courses' selected, showing a dropdown menu with 'Add New SCORM Course' highlighted. Below the menu, a table lists existing courses with columns for 'Activity Name', 'Where and When', 'Activity Status', 'My Status', 'Accreditations', and 'Actions'. A 'My Upcoming Activities' section shows a course 'Anti-Bribery and Corruption UK Course' with a status of 'In Progress'. A 'Firm Introduction' panel welcomes users to the new CLMS version 5. A footer note indicates the system is CLMS version 5.02.31, copyright © 2005-2017.

Activity Name	Where and When	Activity Status	My Status	Accreditations	Actions
	Online	Online	Completed	N/A	
r US attorney	Online	Online	Completed	N/A	
13 version	Online	Online	Completed	N/A	
	Online	Online	Completed	N/A	

Activity Name	Description	Where and When	Activity Status	My Status	Accreditations	Actions
Anti-Bribery and Corruption UK Course	Version: 2017 training suite	Online	Online	In Progress	UK Bar CPD (1 Total, 1 Accredited)	

# Step 2: Find and upload zip file

The screenshot shows the 'New SCORM Course' upload interface. It features two 'Select' buttons for 'Upload Zip File' and 'Upload imsmanifest.xml'. A 'Cancel' button is also present. A file explorer window is open, showing the 'This PC > Desktop' path. The file list includes 'Desktop' (6/30/2017 8:26 AM, File folder) and 'ContentPackagingSingleSCO\_SCORM12.zip' (7/3/2017 8:11 AM, Compressed (zipped)..., 349 KB). The VinciWorks logo and 'Support' link are visible in the bottom left, and a copyright notice is in the bottom right.

# Step 3: Enter course details

Compliance Learning Management System | Hello | Sign out

Scorm Properties \* Indicates a required field

Course Code: Optional

Category: Financial Systems Add New Category

Course Version: 1.0 \*

Internal Activity Type: Select... Add New Activity Type

Abstract: Optional

Target Audience: Optional

Course Access Type: Private [Only administrators can enrol users. Course not listed in the Public Courses.]

only fields with asterisks are mandatory

# Step 4: Choose level of access and other course properties

Compliance Learning Management System | Hello | Sign out

Course Access Type: Private [Only administrators can enrol users. Course not listed in the Public Courses.]

Protected [Users can self-enrol via the Public Courses. All enrolments must be approved by an administrator.]

Public [Users can self-enrol via the Public Courses.]

Duration: hours minutes

Completion Criteria: Score

Pass Mark: 50

Course Feedback: Show feedback form (optional)

Feedback Form: Standard CLMS Feedback Form Custom Feedback Form

Select Feedback Form: Feedback Form Add New Custom Feedback Form

Vendor:

Administrators who should receive notifications about this course: All Administrators A specific administrator

Accreditations:

- SRA Continuing Competence
- HK CPD
- NY CLE
- HK RME
- Swedish Structured Training
- UK Bar CPD

choose a level of access

if you use something like Survey Monkey, a link to that form can be added here

# Step 5: Create custom certificate

Pass Mark: 50

Course Feedback: Show feedback form (optional)

Feedback Form:  Standard CLMS Feedback Form  Custom Feedback Form

Select Feedback Form: Feedback Form Add New Custom Feedback Form

Vendor: \_\_\_\_\_

Administrators who should receive notifications about this course:  All Administrators  A specific administrator

Accreditations:

- SRA Continuing Competence
- HK CPD
- NY CLE
- HK RME
- Swedish Structured Training
- UK Bar CPD

Custom Certificate: None

+ Add Additional Details

Save Cancel

you can create a custom certificate for this course (before or after uploading the content)...

...and then assign it to be sent with each completion email here

# Step 6: Enrol users

List All Courses

Course Name Go Clear

Enrol Users in Courses Go

Course Name	Version	Pass Mark	Abstract	Users Enrolled	Users Not Started	Users In Progress	Users Passed	HK CPD	NY CLE	HK RME	Swedish Structure Training	UK Bar CPD
Diversity: A Practical Overview	2017 training suite	50%		1	1	0	0	0	0	0	0	0
Drafting: Clear Language for Legal Documents	2017 training suite	50%		3	3	0	0	0	0	0	0	1
Drafting: Structure of Legal Documents	2017 training suite	50%		3	2	1	0	0	0	0	0	1
Equality and Diversity	2017 training suite	50%		4	2	0	2	0	0	0	0	1
Financial Statements: Basics	2017 training suite	50%		2	2	0	0	0	0	0	0	0
Financial Statements: Financial Performance	2017 training suite	50%		2	2	0	0	0	0	0	0	0
Financial Statements: Liquidity and Solvency	2017 training suite	50%		2	1	1	0	0	0	0	0	0
Fundamentals of Outcomes-Focused Regulation	2017 training suite	50%		2160	1007	188	965	0	0	0	0	0
<input checked="" type="checkbox"/> Golf Explained - CP Single SCO	1.0	50%		0	0	0	0	0	0	0	0	0
Guarantees	1.0	50%		1	0	1	0	0	0	0	0	0
IMO training video	0.0	N/A		3	0	2	1	0	0	0	0	0
Information Security: A Practical Overview	2017 training suite	50%		2	1	0	1	0.5	0	0.5	0	0.5
Information Security: Background and Best Practice	2017 training suite	50%		1	0	0	1	1	1	1	0	1

The course has now been uploaded and is ready for enrolment. You tick next to the course, pull down the Select An Action box, choose Enrol Users in Online Courses, and click Go.

Courses per page: 49 Change

Courses 1 to 49 of 49



To learn more, email [support@vinciworks.com](mailto:support@vinciworks.com) or call +44 208 815 9308

[www.vinciworks.com](http://www.vinciworks.com)