VincìWorks

Uploading a SCORM course explained

Step by step instructions

Step 1: Add new SCORM course

Step 2: Find and upload zip file

Step 3: Enter course details

Step 4: Choose level of access and other course properties

Step 5: Create custom certificate

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

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.

To learn more, email support@vinciworks.com or call +44 208 815 9308

www.vinciworks.com