

State Records NSW

Learning Portal **SCORM** Dispatch Guide

Last Updated
December 2024



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1. About this SCORM Dispatch guide



This SCORM Dispatch guide has been developed to assist NSW public offices to access the distributed Shareable Content Object Reference Model (SCORM) files for the eLearning modules available from the State Records NSW Learning Portal.

To visit the Learning Portal, and see the other training resources and information available from State Records NSW, visit our training resources page at <https://staterecords.nsw.gov.au/recordkeeping/guidance-and-resources/training-resources>

Any questions or comments

If you have any difficulties in accessing the SCORM files, embedding them in your organisation's learning management system (LMS), or have suggestions for further online courses, please contact us at govrec@staterecords.nsw.gov.au.

2. SCORM Dispatch distribution model

SCORM Dispatch files can be downloaded and embedded in your LMS.

- You retain oversight on completion statistics
- You can make training mandatory
- You can build organisation-specific additional content around the file

State Records NSW maintains control of the source SCORM Dispatch package on the State Records NSW Learning Portal.

- Content remains current and can be seamlessly updated
- State Records NSW received completion data, which can inform planning

3. Getting started

To download a **SCORM Dispatch** file you will need:

- A valid State Records NSW Learning Portal account
- An account nominated to access **SCORM Dispatch** dashboard
- The domain name for your learning management system (LMS) domain so it can be whitelisted

Access can be gained by contacting govrec@staterecords.nsw.gov.au and providing these details.

Data sharing and collection

Please note: Limited data sharing occurs when an employee enrolls in a State Records NSW module via a public office LMS.

All data will be handled in accordance with the State Records NSW Privacy Policy.

4. Home page

Before logging in, you can view descriptions of each eLearning module file by clicking on the modules.

1. Recordkeeping Concepts

1. Recordkeeping Concepts



This module is designed for all staff of public offices who create, receive or manage records in the course of their daily duties.

It will take about 30 minutes to complete.

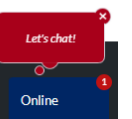
Please Note: You need to be logged in to enrol into this Module.

You can get technical assistance through the live chat.



Welcome to the State Records NSW Learning Portal

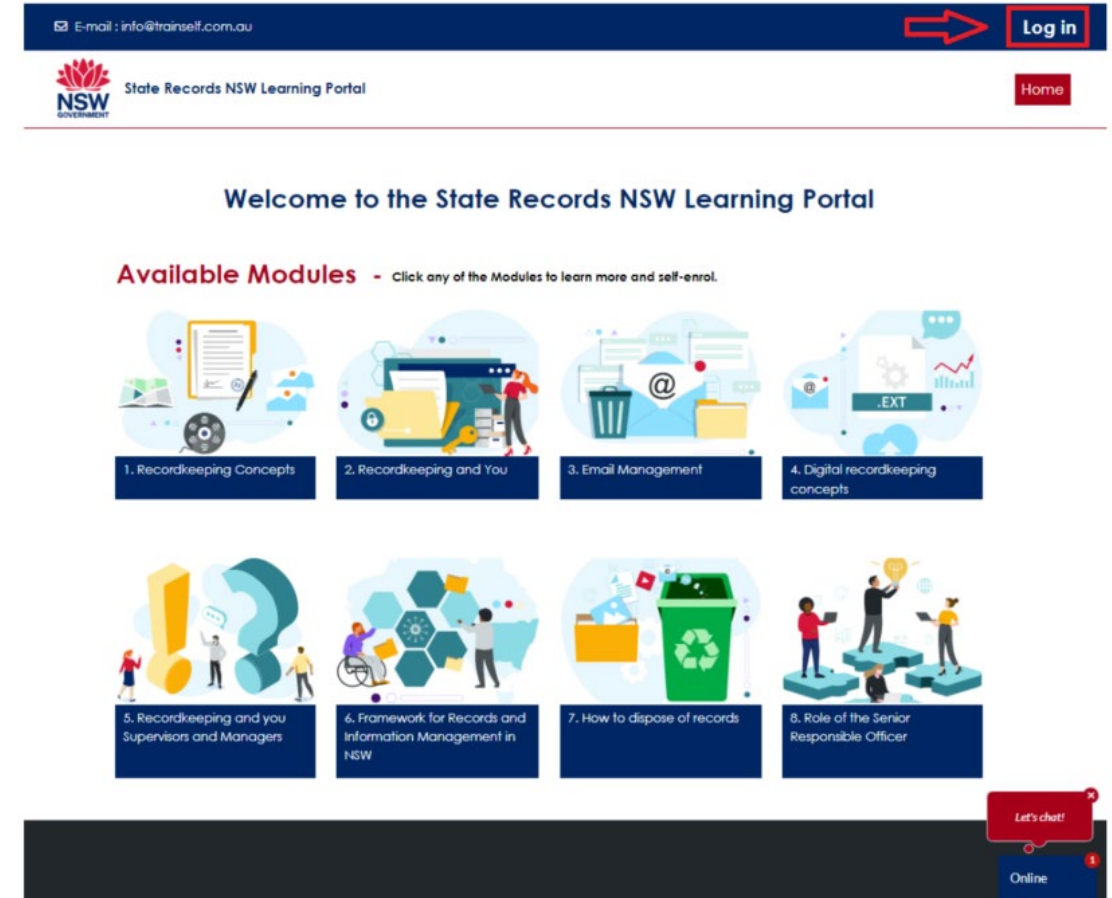
Available Modules - Click any of the Modules to learn more and self-enrol.



5. Logging in

To access any of the **SCORM Dispatch** files, you will need to log in.

Click the **Log in** button at the top right-hand corner of the screen



The screenshot shows the State Records NSW Learning Portal interface. At the top, there is a dark blue header bar with the email address "E-mail : info@trainself.com.au" on the left, a red arrow pointing right, and a "Log in" button on the right. Below the header, the NSW Government logo and "State Records NSW Learning Portal" are on the left, and a "Home" button is on the right. The main content area features a "Welcome to the State Records NSW Learning Portal" message. Below this, there is a section titled "Available Modules - Click any of the Modules to learn more and self-enrol." which contains eight module cards, each with an icon and a title: 1. Recordkeeping Concepts, 2. Recordkeeping and You, 3. Email Management, 4. Digital recordkeeping concepts, 5. Recordkeeping and you Supervisors and Managers, 6. Framework for Records and Information Management in NSW, 7. How to dispose of records, and 8. Role of the Senior Responsible Officer. At the bottom right, there is a "Let's chat!" button and an "Online" indicator.

5.1 New account

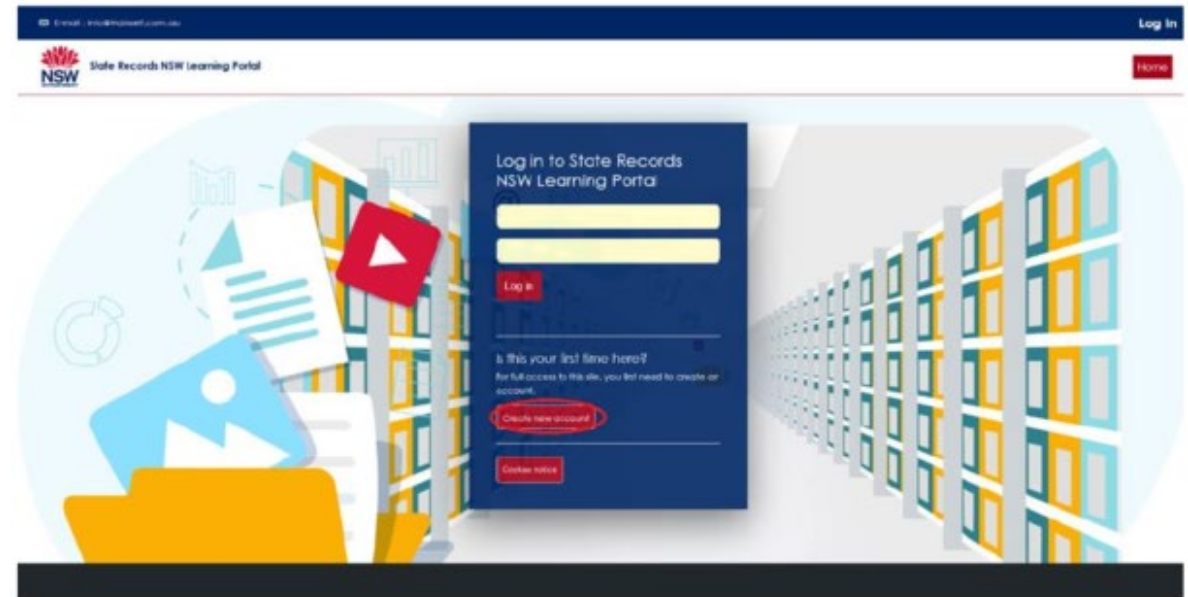
If you have not previously created an account, click on the **Create new account** button.

Complete the form and click the **Create my new account** button.

State Records NSW collects some basic information about users to inform our understanding of who is using our resources.



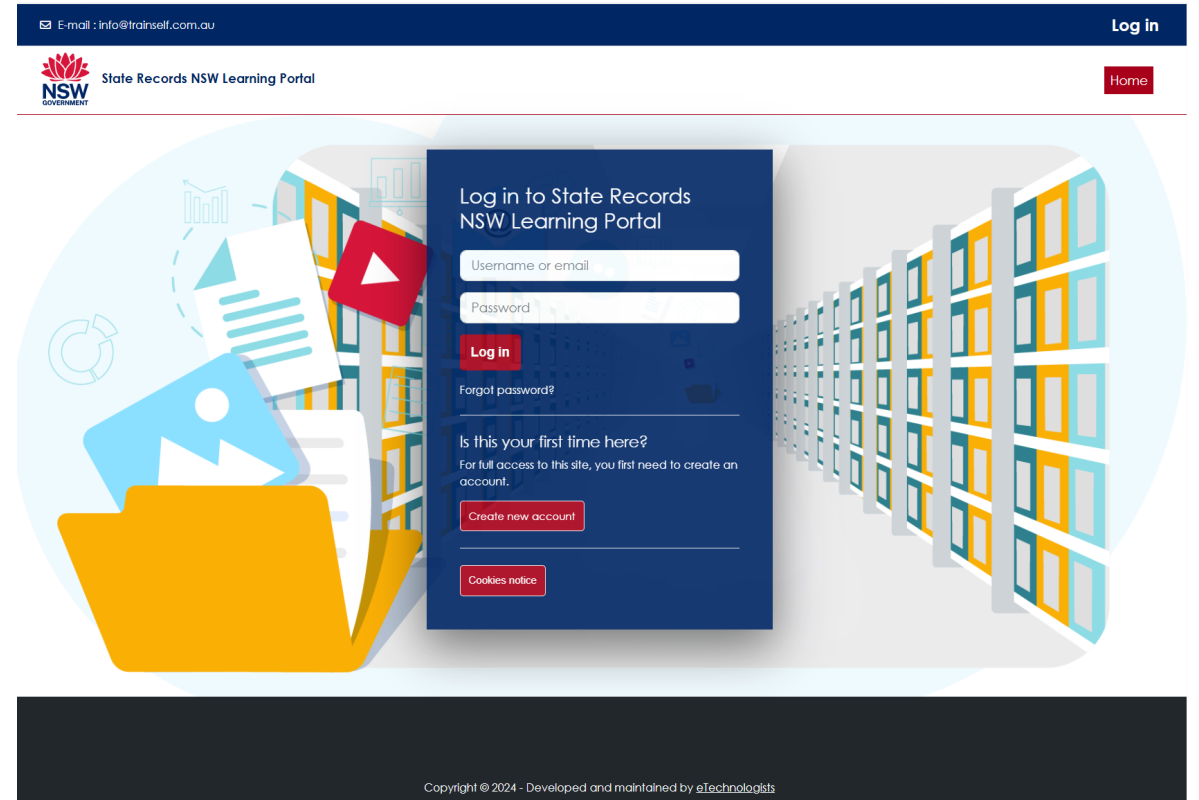
You will receive an email at your nominated email address. This email will allow you to complete your registration.



5.2 Existing account

Once you have created an account, or if you are an existing user, log in using your email address and password.

Click on the **Log in** button.

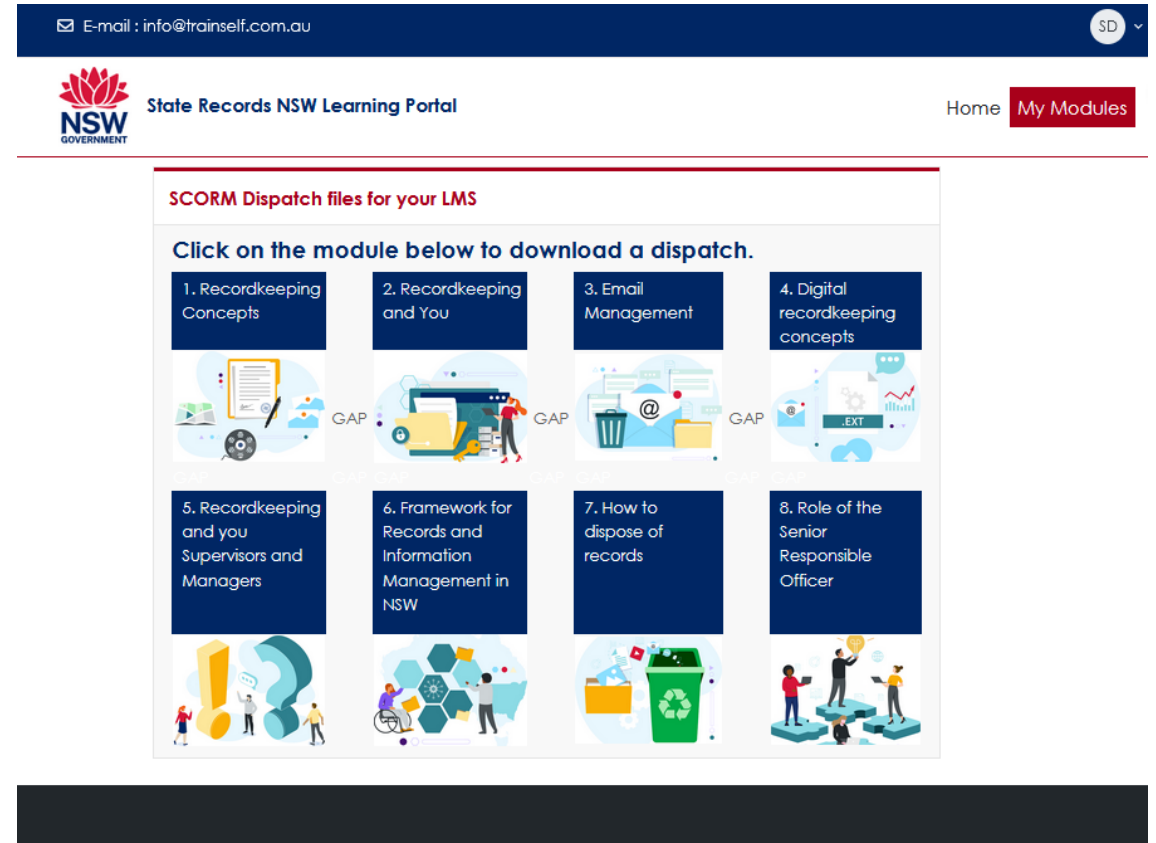


6. SCORM Dispatch dashboard page

Once you have logged in, you will land on the **SCORM Dispatch** dashboard page.

The dashboard page displays all the modules available for dispatch.

Please note: If your account has not yet been nominated to access **SCORM Dispatch** files, please contact govrec@staterecords.nsw.gov.au.



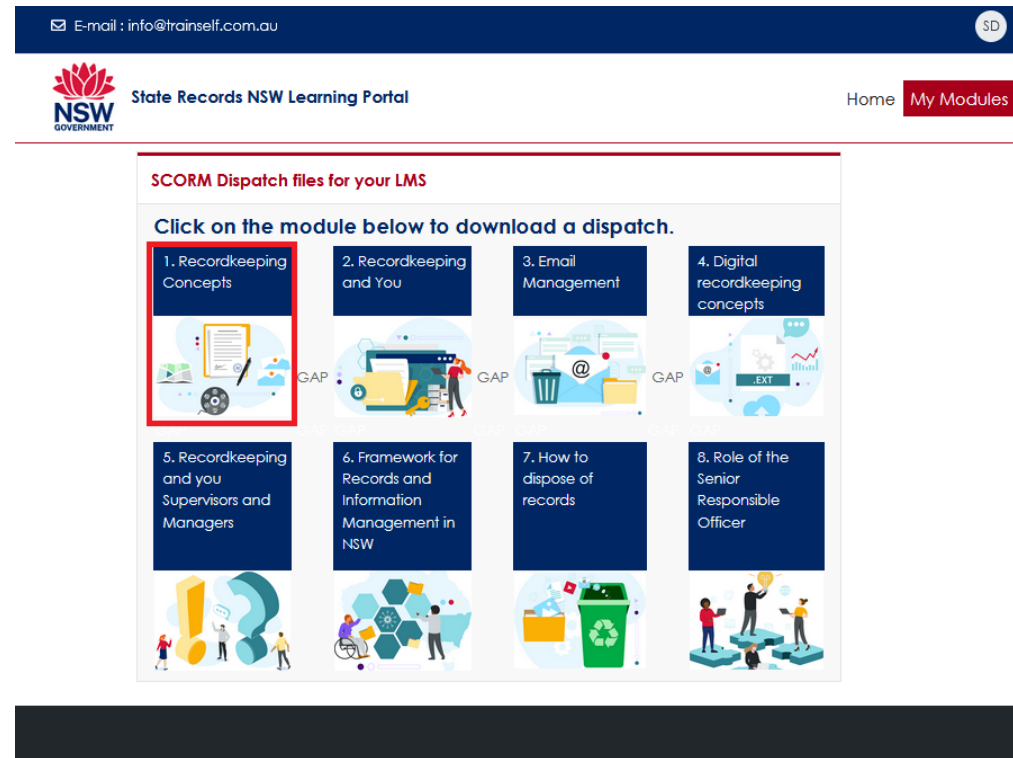
The screenshot shows the SCORM Dispatch dashboard page. At the top, there is a dark blue header with an email address 'E-mail : info@trainself.com.au' and a user profile icon labeled 'SD'. Below the header is the NSW Government logo and the text 'State Records NSW Learning Portal'. To the right of the logo are links for 'Home' and 'My Modules'. The main content area is titled 'SCORM Dispatch files for your LMS' and contains a grid of eight modules, each with a title, a brief description, and an icon. The modules are:

- 1. Recordkeeping Concepts
- 2. Recordkeeping and You
- 3. Email Management
- 4. Digital recordkeeping concepts
- 5. Recordkeeping and you Supervisors and Managers
- 6. Framework for Records and Information Management in NSW
- 7. How to dispose of records
- 8. Role of the Senior Responsible Officer

7. Downloading a SCORM Dispatch file

To download a **SCORM Dispatch** file click on the module you want to download.

Go to your Download folder to locate the **SCORM Dispatch** zip file you downloaded.



The screenshot shows the 'State Records NSW Learning Portal' interface. At the top, there is a navigation bar with an email address 'info@trainself.com.au', a user profile 'SD', and links for 'Home' and 'My Modules'. Below the navigation bar, the main content area is titled 'SCORM Dispatch files for your LMS'. It contains a grid of eight modules, each with a title, a description, and an icon. The first module, '1. Recordkeeping Concepts', is highlighted with a red border. The other modules are: '2. Recordkeeping and You', '3. Email Management', '4. Digital recordkeeping concepts', '5. Recordkeeping and you Supervisors and Managers', '6. Framework for Records and Information Management in NSW', '7. How to dispose of records', and '8. Role of the Senior Responsible Officer'.

8. Embedding a SCORM Dispatch file

All LMS are different, but you should be able to upload the SCORM Dispatch file following normal procedures.

Make sure you set the module completion as “course completed”.

You will need your LMS domain whitelisted to be able to use the embedded SCORM Dispatch file. Please contact govrec@staterecords.nsw.gov.au to have your LMS domain whitelisted.

Demonstration session

Downloading SCORM files from the State Records NSW Learning Portal – click to [view on YouTube](#).