State Records NSW

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 enrols 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.

State Records NSW

4. Home page

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

You can get technical assistance through the live chat.
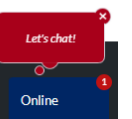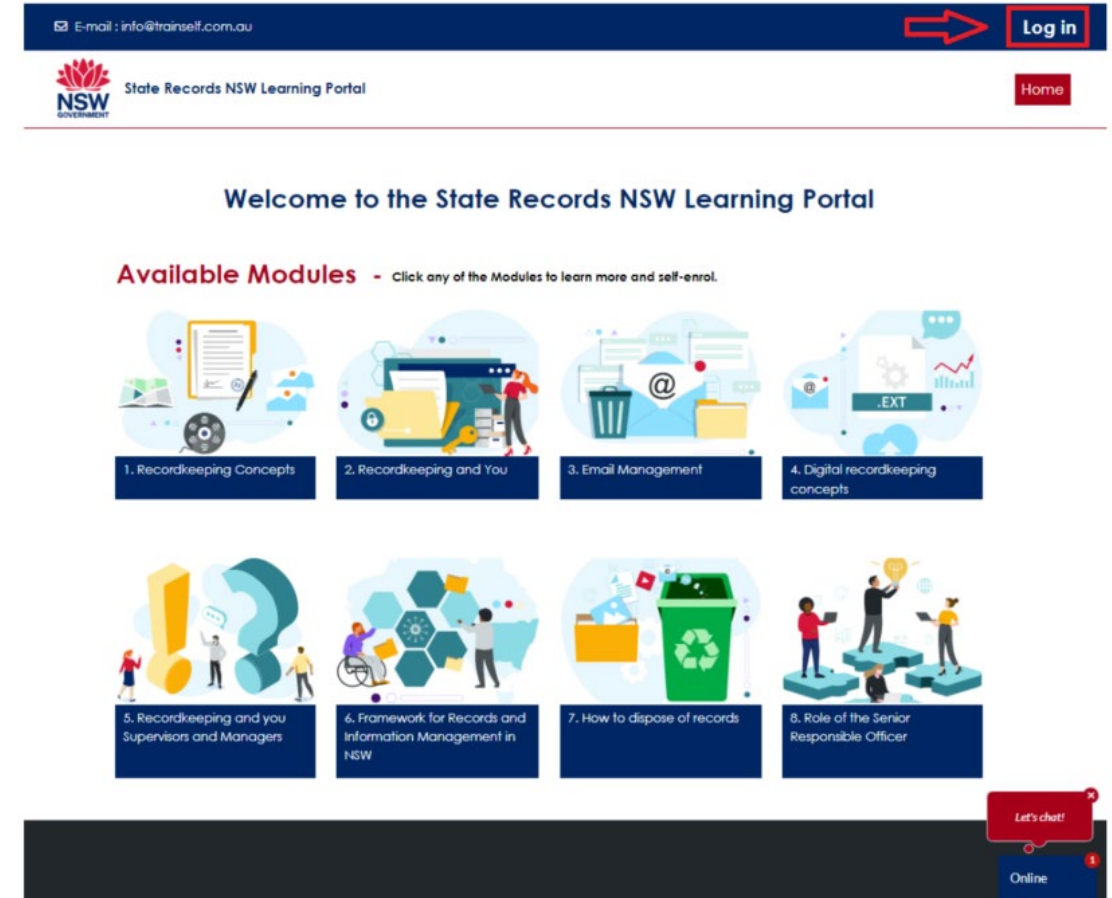
5. Logging in

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

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.
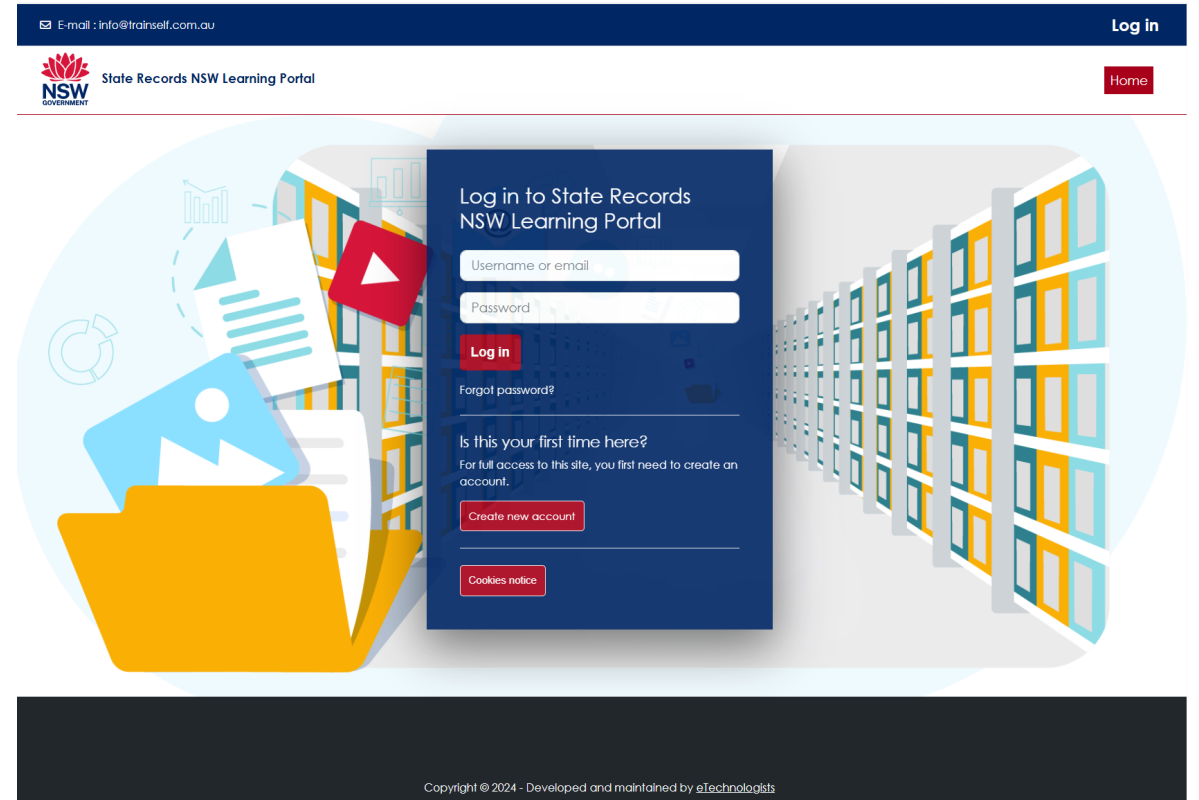

You will receive an email at your nominated email address. This email will allow you to complete your registration.
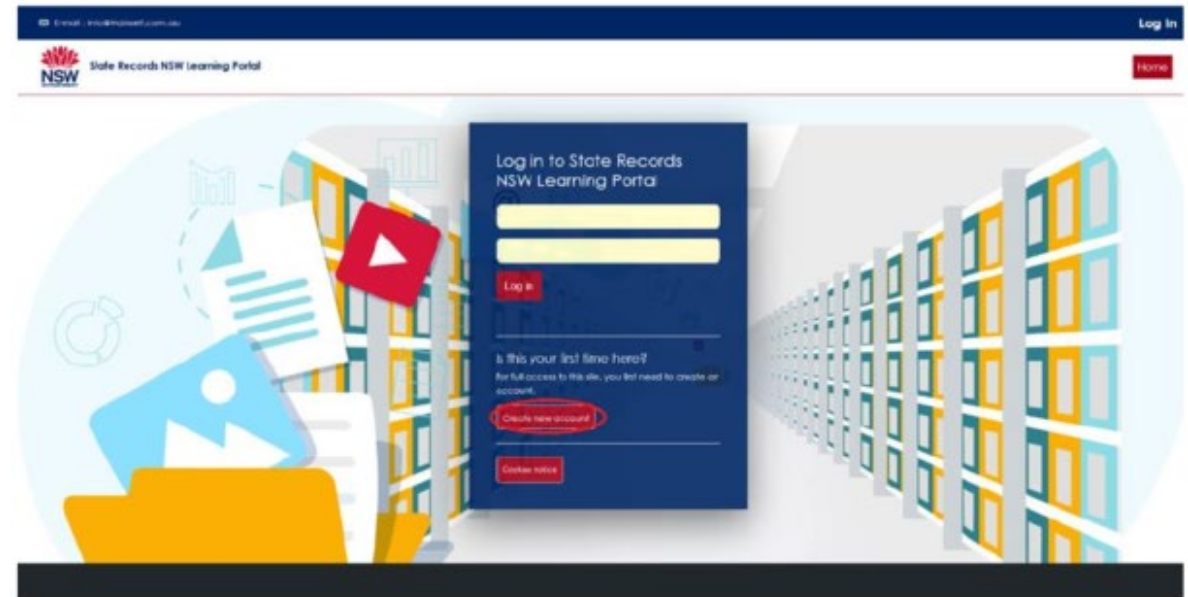
5.2 Existing account

Once you have created an account, or if you are an existing user, log in using your email address and password.
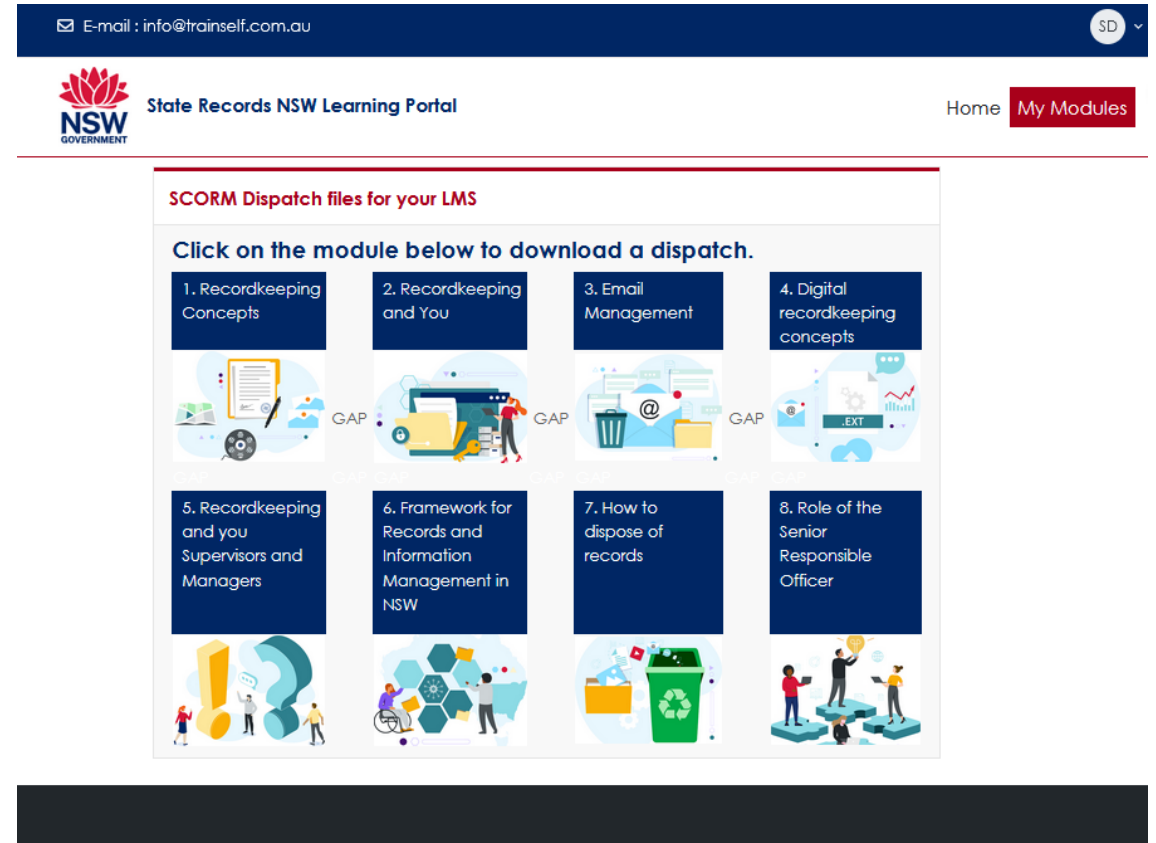
Click on the **Log in** button.

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.
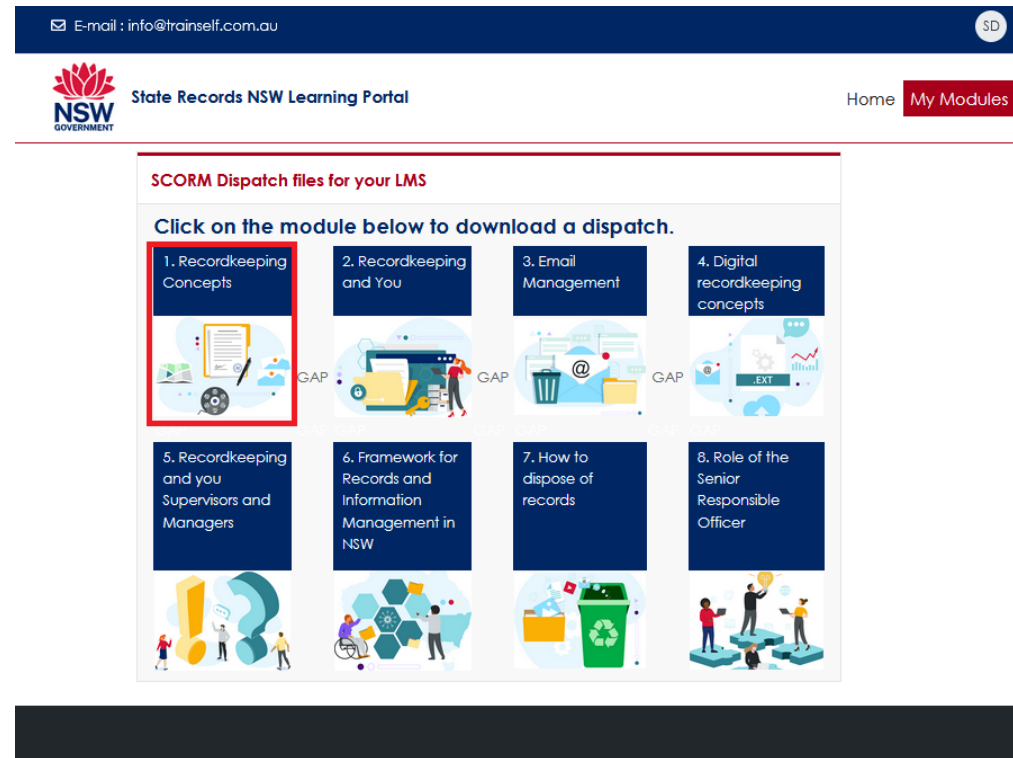
7. Downloading a SCORM Dispatch file

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.

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 <u>view on YouTube</u>.