

## Course Release Help Document

The following instructions will help you with the process for the new course release. Please refer to the instructions for the LMS type that you have from the 3 listed below. If you are unsure which LMS type you have, please contact your Account Director for clarification.

### LMS TYPE 1

**Shared hosted standard LMS with 'one site' and 'optional group/s'**. The new courses have been uploaded to your site, but you must allocate these courses to any groups as appropriate. The old version will be retired by Learning Nexus. You will need to:

- Communicate to any users that have these courses in progress, that they will need to complete the old version before it is retired otherwise, they will need to start the new version from the beginning.

### LMS TYPE 2

**Standard LMS on a VPS (Virtual Private Server) with site/s and group/s**. The new courses have been uploaded to your LMS. You will need to:

- Allocate the courses to the site/s and group/s as appropriate.
- Communicate to any users that have these courses in progress, that they will need to complete the old version before it is retired.
- Retire the old version when you are ready.

### LMS TYPE 3

**VLE (Moodle based), Totara LMS or a Third Party LMS**. The new courses have been uploaded to your CAS (Content Access System) Organisation. You will need to:

- Request the new SCORM wrappers

To access the scorm wrappers please contact <mailto:support@learningnexus.co.uk?subject=Scorm Wrappers>

When it comes to updating your Totara site you may consider following options:

1. Backup and restore existing course and then replace SCORM wrappers
2. Add a new SCORM activity to the existing course page and amend course completion settings to include this new activity
3. If there are no learners on the course, replace SCORM wrappers within existing SCORM activities on the course page.

If you have certification which is linked to those courses, then you may need to update certification content, if you decide to go with option 1 above.

## Option 1

If you would like to update courses and go with option 1: Backup and restore existing course and then replace SCORM wrappers, then instruction is as follows:

1. Go to the course you would like to update and under course administration select 'backup'. Follow system wizard (you may want to choose backup course without users' data) and create backup file.

1. Initial settings ► 2. Schema settings ► 3. Confirmation and review ► 4. Perform backup ► 5. **Complete**

The backup file was successfully created.

Continue

2. Go to course administration - restore section and restore your course as a new course (More information about backup and restore can be found here: [Totara Course Backup and Restore – Learning Nexus Support](#))

3. Go to the newly created course page and replace SCORM wrapper by editing settings for SCORM activity and uploading a new SCORM wrapper

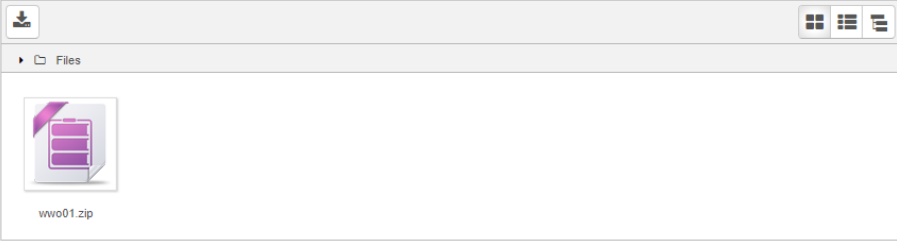
▼ Package

Type ⓘ

URL ⓘ

Package file ⓘ Maximum size for new files: 250MB, maximum attachments: 1

Files



wwo01.zip

Auto-update frequency ⓘ

4. If applies, go to certification related to the course and add newly created course under 'content' tab (More information

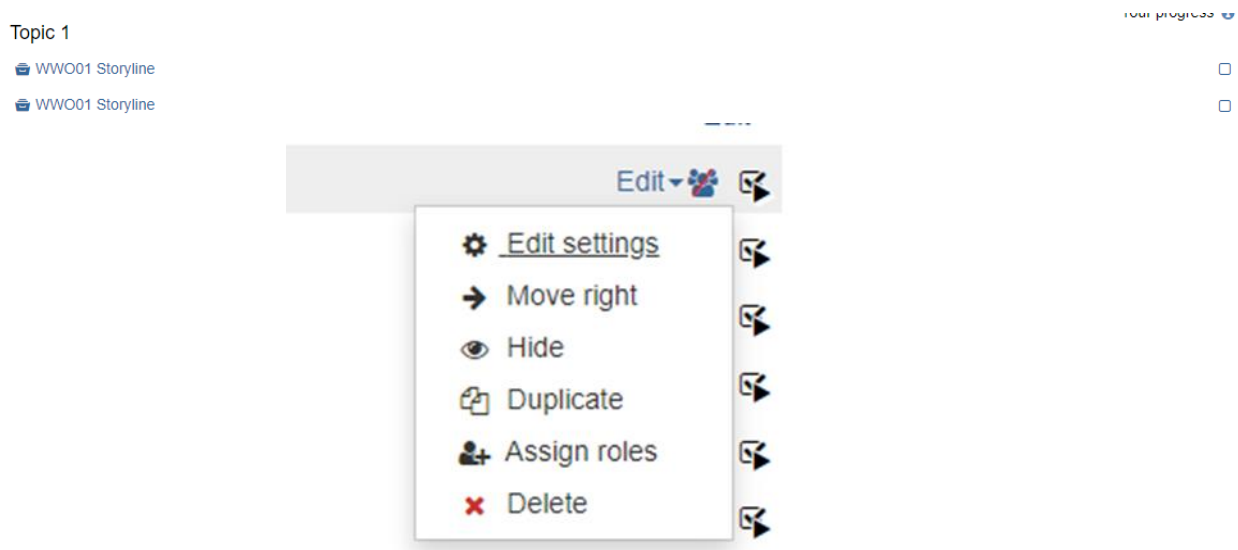
about certifications can be found here: [Totara Certifications – Learning Nexus Support](#)

5. Retire/ hide old course when you are ready

## Option 2

On another hand, if you decide to add an extra activity to the existing course page and amend course completion settings to include this new activity, then you will need to follow these steps:

1. Go to the course page and duplicate existing SCORM activity



2. Edit newly duplicated SCORM activity and replace SCORM wrappers

3. Go to Course administration - course completion section where you can unlock course completion settings without deleting and you can add your new activity as part of completion requirements

▼ Package

Type ⓘ

URL ⓘ

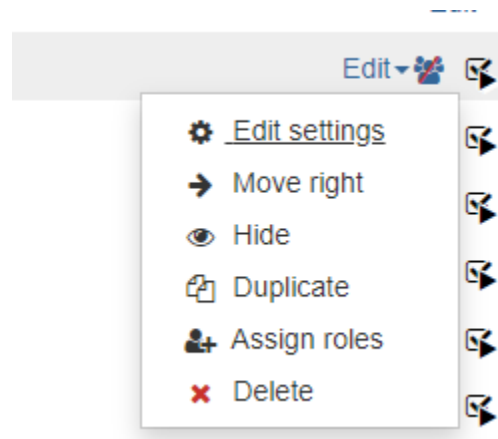
Package file ⓘ Maximum size for new files: 250MB, maximum attachments: 1

Completion requirements

▼ Condition: Activity completion

|                                  |                                     |
|----------------------------------|-------------------------------------|
| SCORM package - WVO01 Storyline  | <input type="checkbox"/>            |
| SCORM package - WVO01 Storyline  | <input checked="" type="checkbox"/> |
| A SCORM package - WVO02 Combined | <input type="checkbox"/>            |

#### 4. Hide old SCORM activity



### Option 3

If there are no learners on the course which you would like to update, then you can edit SCORM activity and replace SCORM wrapper. Please do not do this, if you have learners in progress or learners who complete activates on the course/courses as this action will reset their activity completion status.