

a2MC LMS Guide (North Pass)

Process for uploading Scorm files into a2 Milk Company (a2MC) LMS

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Scope:

A guide on uploading completed Scorm files into North Pass, the a2MC LMS.

Login details:

Website: https://a2milk.northpass.com/my_courses

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Procedure:

1. Log in to https://a2milk.northpass.com/my_courses
2. Upload the Scorm file/s
 - a. Media library → "Upload" → Choose file → Save → "...in progress..." → Refresh → File will be ready and show in media library.
3. Create a course
 - a. "Create course" → Name → Linear behaviour →
 - b. Add Section → "[title of package]" (name of the module) →
 - c. Add Activity → Scorm → "[title of package]" → Select the .zip package from the drop down menu
 - d. *If the package is assessable ONLY* → New activity → Milestone → Specify learners 'must complete activity' → 80% pass mark.
4. To launch course and test
 - a. *All packages* → select 'Preview School' (top RHS of screen) to launch → Continue as manager →
 - b. Go to Course → 'Kylie test page' (this LMS has no incomplete status: until learner has passed/finished, it shows as 0%) → check that progress remains at 0%, and opens at correct place when partway through completion
 - c. When passed → 'Continue' button at bottom RHS → Go to My Courses → see 100% Complete in the course
5. Analytics
 - a. Multiple course analysis – lists the completion status
 - b. Scorm package analysis – displays the Scorm score

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6. Re-uploading (to overwrite old .zip packages)
 - a. Go to media library → 'Replace' ... follow steps to complete. Delete old .zip files.
7. Settings
 - a. Make sure 'Settings' → Fixed course completion data 'OFF'.
 - b. When learning module goes live, go in and turn this on in each course to release it.