

SCORM and LMS checklist

Questions to answer before you buy a course, a course library or a learning platform. Tick them off with IT and with the vendor in the same room.

0 Write it down first

Our LMS	Standards it imports	Largest upload	LMS admin
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1 Know your own LMS first

Ask IT or your LMS admin

- ☐ **Which standards does it import?** SCORM 1.2, SCORM 2004 (which edition), xAPI, cmi5. Write the exact answer down.
- ☐ **Is there a file size limit** for one upload? Courses with video can run to hundreds of megabytes.
- ☐ **What does a report show** for one learner: completion, pass or fail, score, time spent, number of attempts.
- ☐ **Does it work on a phone**, inside the browser or an app, and does a course resume where the learner stopped?

2 Ask the course vendor

Get the answers in writing

- ☐ **Will you deliver a SCORM package** (a .zip) that we upload to our own LMS, and in which version?
- ☐ **Send us a test package** before we sign. We will upload it to our LMS and check the report.
- ☐ **What does the course send back:** completed, passed, the score, the time? Which one marks it complete?
- ☐ **Does it call your servers** while it runs (for video, licences, tracking)? If yes, what happens when the contract ends?
- ☐ **Who owns the source files**, and do we get them (Rise, Storyline, or other authoring files)?
- ☐ **Can we change text later** ourselves, or is every change a new quote?
- ☐ **How are languages delivered:** one package with a switch, or one package per language?

3 Test it like a learner

Before launch, on real devices

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| ☐ Opens on a low-cost Android phone | ☐ Opens on the shared office computer |
| ☐ Stop halfway, come back: it resumes | ☐ Fail the quiz on purpose: it records a fail |
| ☐ Pass it: the LMS shows complete and the score | ☐ Sound off: every film has words on screen |
| ☐ Weak signal: it still loads in a reasonable time | ☐ Certificate shows name, course, date, score |

4 Keep your exit open

- ☐ **Export learner records** from the LMS (completions, scores, dates) as a file you can open in Excel. Try it once now.
- ☐ **Keep a copy of every package** you paid for in your own storage, with its version and date.

Plain words: SCORM is a packaging standard. A course built to it can be uploaded to any LMS that supports the same version, and it reports completion and scores back to that LMS. It is the reason you can change platform without rebuilding your courses.