SOUTH MELBOURNE ELDER ABUSE PREVENTION NETWORK (SMEAPN)

Thank You For Downloading

This guide will help you install and access the *Addressing Ageism in the Workplace* course module in your Learning Management System (LMS)!

1 Upload the module to your Learning Management System

1. Log in to your LMS using an administrator account.
2. Create a new course or learning activity.
3. Select Import SCORM Package or Add SCORM Content.
4. Upload the downloaded .zip file.
5. Review the course settings, including:
   - Completion requirements
   - Due dates (if applicable)
   - Reporting settings
   - Availability to learners
6. Save and publish the course.

The process will vary depending on your LMS. These steps are the most common.

2 Test the module

Before releasing the training to staff, we recommend:

- ✓ Opening the course as a test user.
- ✓ Confirming all pages load correctly.
- ✓ Completing the module to ensure progress tracking and completion are recorded appropriately.
- ✓ Verifying that completion reports can be generated.

Need Help?

If you experience difficulties uploading the SCORM package:
please contact your LMS Administrator or Learning and Development team in the first instance.
For questions about the training content or the resource itself:
please contact SMEAPN at: enquiries@eapn.org.au