Submit a Module to the LMS Administrator

Step-by-Step Instructions

Export a Rise 360 course as an LMS package when you need to track learners' progress. Rise 360 supports xAPI-, SCORM-, AICC, and cmi5-compliant LMSs.

1. Open the course from your Rise 360 dashboard

2. Click **Export** in the upper right corner of the screen.

3. Choose **LMS** from the **Export Type** drop-down list. You also need to submit a PDF of the course to Centralized Learning. Once you generate the SCORM package, export a PDF of the course as well.

4. Choose an LMS standard: xAPI (Tin Can API), SCORM 2004, SCORM 1.2, AICC, or cmi5.

5. Select a **Tracking** option (completion percentage, quiz result, or Storyline block. (If you're tracking by course completion or a quiz result and exporting a SCORM, AICC, or cmi5 package, you also get to choose a reporting option.)

6. Click **Export** in the upper right corner again to generate the package. (If there are any errors in your course, such as a blank lesson, Rise 360 will ask if you want to edit the course or continue with the export.)

7. Click **Back to Course** in the upper right corner to continue working while Rise 360 generates your zip file.

8. When it's ready, you'll receive an email notification with a download link.

9. To get to the correct link to submit the module, click here to get to the correct **Connect** [ServiceNow](#) link.

10. When you arrive at the Centralized Learning page, click the **Content Management** option.

11. Click **View all request forms**.

12. Click the **New Online Learning** link.

13. Complete all required fields.

14. Attach the course: SCORM package and PDF of course.

15. Click **Submit**.