

Conveyor

Getting Started
Guide Conveyor

welcome

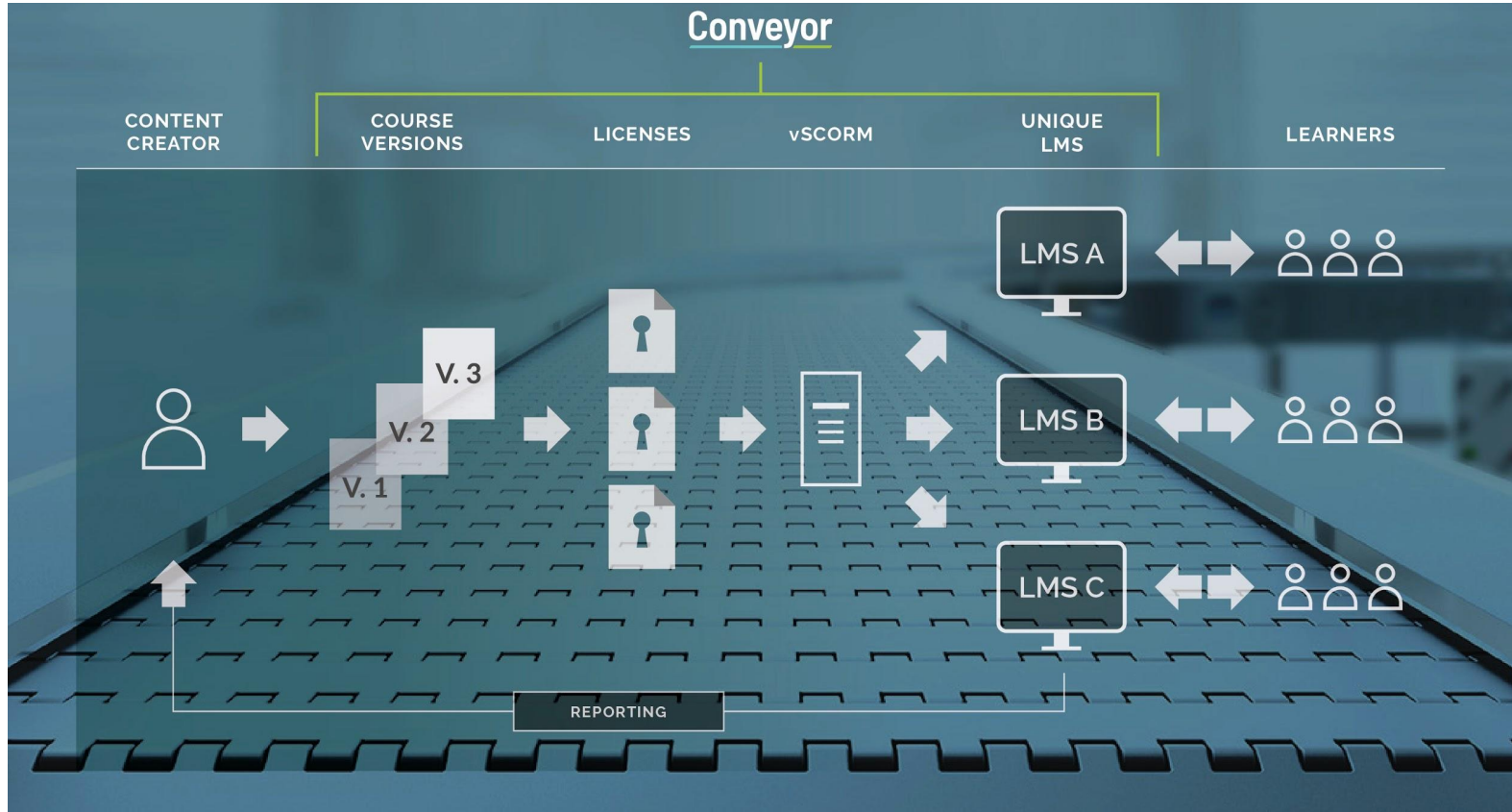
Welcome to Conveyor!

Thank you for your interest in the Knowledge Anywhere Conveyor Platform. Conveyor is a Learning Content Distribution System (LCDS) that allows organizations like yours to easily share access to your courses with third-parties from a single, central location.

Conveyor will enable you to share your learning content with others to use on their Learning Management System (LMS), while allowing you to maintain control over versioning, licensing, and tracking.

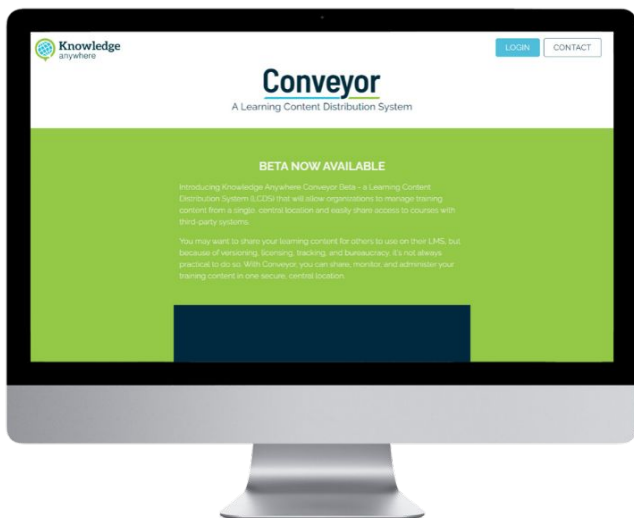
With Conveyor, you will be empowered to easily share your content externally while being able to monitor and administer from one central, secure location.

How Conveyor Works



Roadmap to Using Conveyor

Before you jump in, here are a few helpful things to know about using your new Learning Content Distribution System (LCDS)



- Is my content ready?
- Upload your content
- Personalize your content
- Create a license for your content
- Edit your license
- Manage your profile
- Distribute your content
- Support Options

Is My Content Ready?

What is SCORM?

SCORM is a set of technical standards for eLearning software products.

Are my courses in a SCORM compliant format?

If you need to Scormify a course you can take content (i.e., videos and documents) and convert them into SCORM format with our SCORM conversion tool, [Scormify!](#)

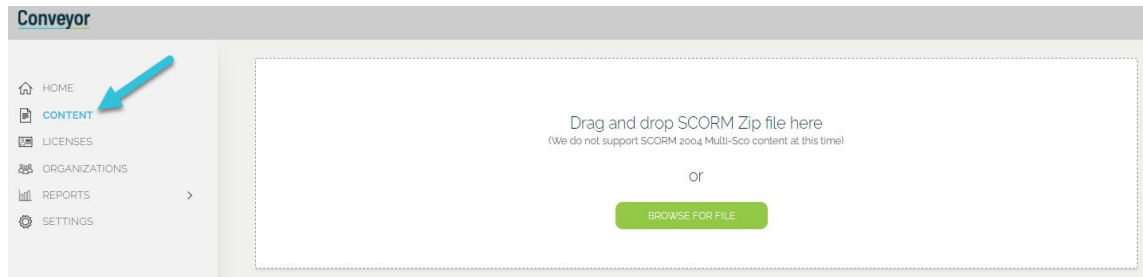
What is vSCORM?

vSCORM is short for "Virtual SCORM." When you upload your content to Conveyor and assign a distribution license to it, Conveyor will create a vSCORM object that you will download and use to send to external customer LMS platforms. vSCORM does not contain your content, but provides access to it based on the license rules you assign. As such, your content remains secure and your intellectual property protected.

Uploading Your Content

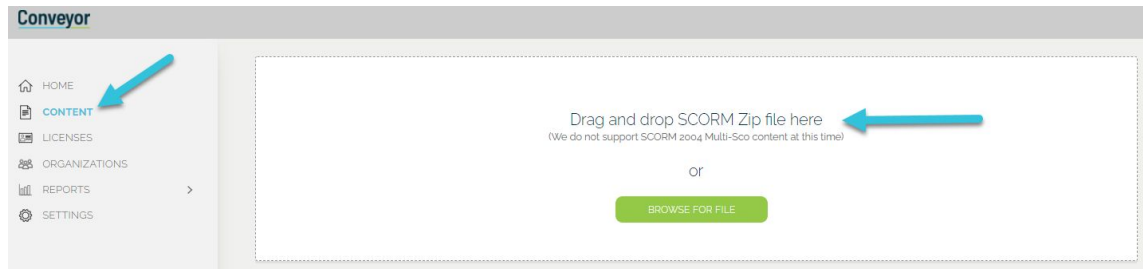
Upload & View Files

1. At the top left, click **content** > click on “**browse for file**”
2. Choose a file to upload



Drag & Drop Files

1. Choose a file to upload
2. At the top left, click **content**, then drag and drop the file in the large white box

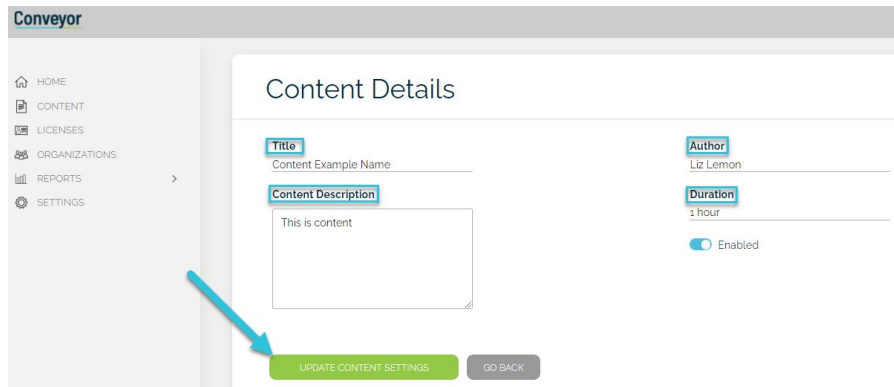
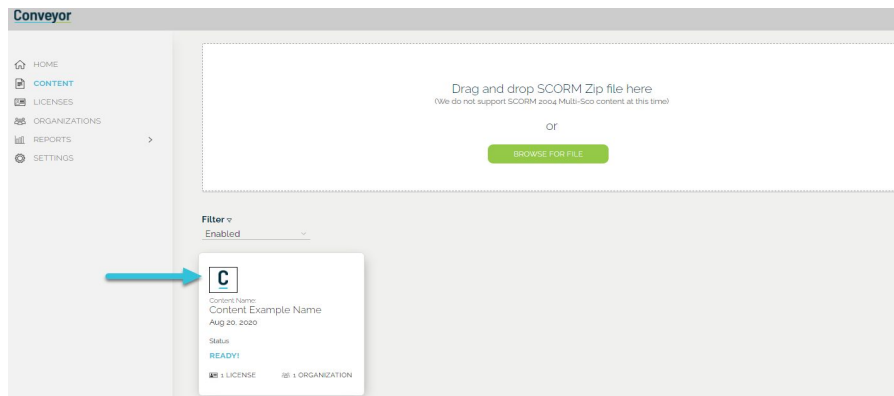


Personalizing Your Content

1. Make sure your content card status reads as **“READY!”**

2. Click on the content card to view the content settings page

3. On the content settings page, click on the line below the field you want to edit. You can edit the following fields: Title, Content Description, Author, and Duration



Creating a License Under Content

Create License

Under the **Content** page > click on the content card you want to create a new license for > Choose **"Add New License"**

License Details

As part of creating a license, you will want to give it a name, set an expiration date, and set a launch limit

The image consists of three overlapping screenshots from the Conveyor application interface:

- Top Screenshot:** Shows the 'CONTENT' page. A sidebar on the left has 'CONTENT' selected. A central area contains a 'Drag and drop SCORM Zip file here' instruction and a 'BROWSE FOR FILE' button. Below this is a 'Filter' dropdown set to 'Enabled'. A content card is visible with a 'C' icon, 'Content Name: Content Example Name', 'Aug 20, 2020', and 'Status: READY!'. A blue arrow points to the 'CONTENT' sidebar item, and another points to the content card.
- Middle Screenshot:** Shows the 'License Details' form. Fields include 'Name' (License name), 'Content' (Content Example Name), 'Organization' (Select Organization), 'Expiration Date (optional)' (MM/DD/YYYY), and 'Launch Limit (optional)' (Max # of launches). There are 'SAVE LICENSE' and 'GO BACK' buttons at the bottom. A blue arrow points to the 'SAVE LICENSE' button.
- Bottom Screenshot:** Shows the 'Content Details' page for 'Content Example Name'. It includes fields for 'Title', 'Author' (Liz Lemon), 'Content Description', and 'Duration' (1 hour). There is an 'UPDATE CONTENT SETTINGS' button and a 'GO BACK' button. A 'Licenses' section at the bottom has an 'ADD NEW LICENSE' button. A blue arrow points to the 'ADD NEW LICENSE' button.

Creating a License Without Content

Create License

Under the **License** page >
click on “**Add License**”

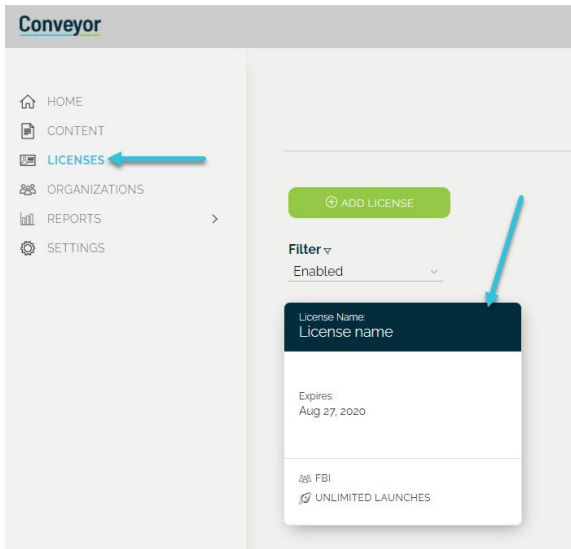
License Details

As part of creating a license,
you will want to give it a
name, select **content**, set an
expiration date, select a
launch limit, and select an
organization

The image shows two overlapping screenshots of the Conveyor web application. The top screenshot displays the 'License Center' page with a sidebar menu containing 'HOME', 'CONTENT', 'LICENSES', 'ORGANIZATIONS', 'REPORTS', and 'SETTINGS'. A blue arrow points to the 'LICENSES' menu item. Another blue arrow points to a green 'ADD LICENSE' button in the main content area. The bottom screenshot shows the 'License Details' form with several fields highlighted by blue boxes: 'Name', 'Content', 'Expiration Date (optional)', 'Launch Limit (optional)', and 'Organization'. A blue arrow points to the 'Content' dropdown menu, and another blue arrow points to the 'Organization' dropdown menu. The form includes a 'SAVE LICENSE' button and a 'GO BACK' button.

Editing Your License

1. There are two ways to edit a license on the **content** page, scroll down to the **license** section on the page and select the edit icon OR edit on the **license** page



License Details

Name
License name

Content
Content Example Name

Expiration Date (optional)
08/27/2020

Launch Limit (optional)
Max # of launches

Enabled

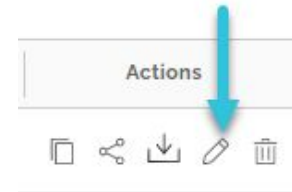
Organization
FBI
ADD NEW ORGANIZATION

Distribution URL

Access Code

SAVE LICENSE GO BACK

3. To **edit** the license, click on the line below the field you want to edit. Once you are complete choose **“Save License”**

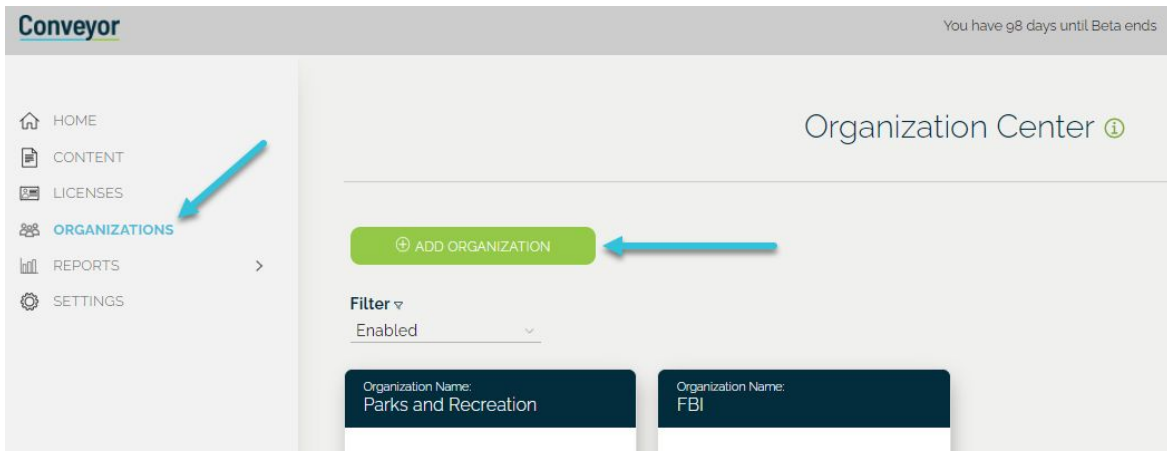


2. This will take you to **“License Details”** page

Adding an Organization

1. To add an Organization, go to the “**Organizations**” page, choose the “**Add Organization**” button at the top of the page

2. This directs you to the “**Organization Details**” page. When creating an organization it is important to add an organization name, number and address



The screenshot shows the "Organization Details" form. It contains several input fields: "Name" (Organization Name), "Phone number" (Phone number), "LMS Name" (LMS Name), "LMS URL" (LMS URL), "First Name" (First Name), "Last Name" (Last Name), and "Email" (Email). There is also a "Address" field. A "SAVE ORGANIZATION" button is highlighted with a red arrow, and a "GO BACK" button is also visible.

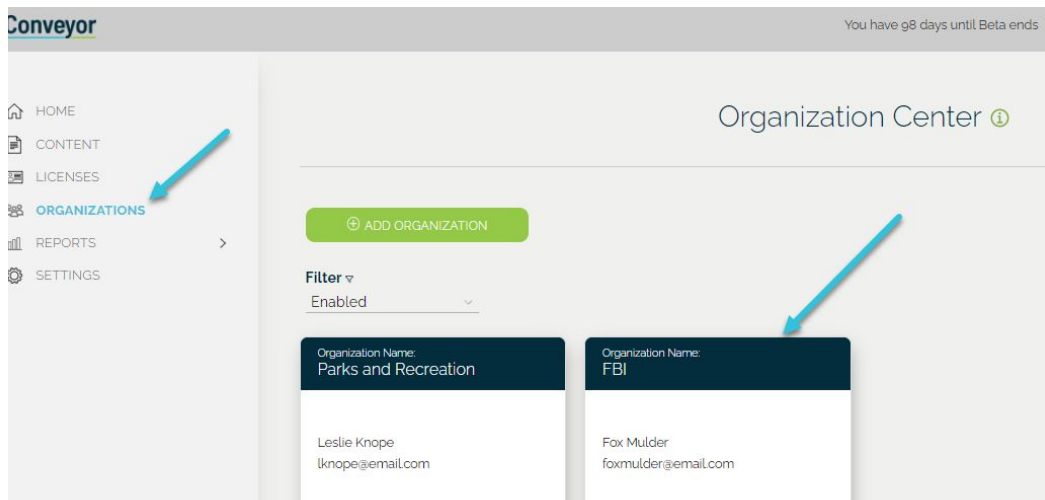
3. You will also be prompted to add a primary contact for this organization. When you are done completing all of the fields choose “**Save Organization**”

Editing an Organization

1. To edit an Organization you will go to the “**Organizations**” page, choose the organization you want to edit

2. This will direct you to the “**Organization Details**” page

3. To **edit** within details, click on the line below what you want to edit. Once complete, choose “**Save Organization**”

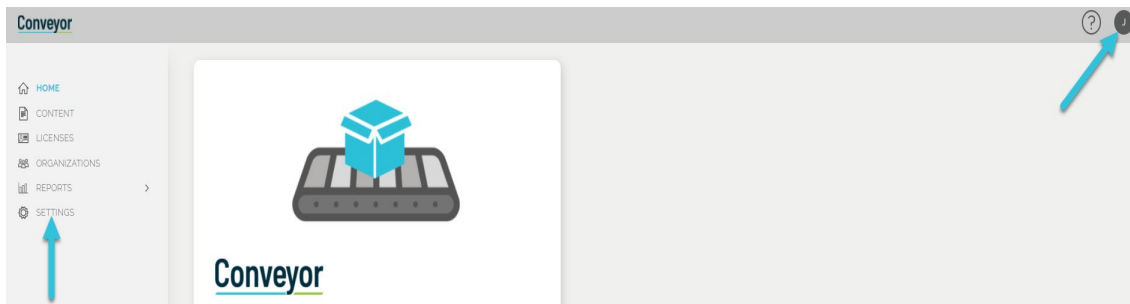


Organization Details

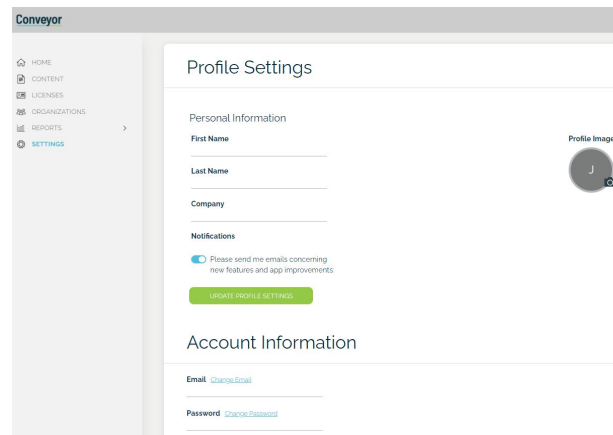
The screenshot shows the 'Organization Details' form. It includes several input fields: 'Name' (Organization Name), 'Address', 'Phone number' (Phone number), 'LMS Name' (LMS Name), 'LMS URL' (LMS URL), 'First Name' (First Name), 'Last Name' (Last Name), and 'Email' (Email). A 'SAVE ORGANIZATION' button (highlighted with a blue arrow) and a 'GO BACK' button are at the bottom.

Managing Your Profile

To **edit** your profile click on the line below the field you want to **edit**. Once you are complete choose **“Update Profile Settings”**









To access your profile go to **settings** in the left navigation or go to the **profile icon** in the top right corner of the screen



Distributing Your Content

ADD NEW LICENSE



Name	Enabled	Expiration Date	Launch Limit	Launch Total	Created By	Created Date	Actions
License D	Enabled	No expiration	Unlimited	0	Janell Wilson	Jun 18, 2020	    

1

Upload **SCORM** compliant content

2

Create a **license** for your content. Assign expiration date & launch limit

3

Choose your preferred **Action**

4

Copy/ Share/ or Download your **vSCORM** package

Support Options

Know when to use which resource!



SUPPORT DESK

To create technical support tickets, or answer general questions, you can go to the support desk [here](#)



ARTICLES/VIDEOS

For online self exploration resources, check-up on Knowledge Anywhere's resource pages [here](#)



Conveyor

THANK YOU!