

Getting this course to your team



The NCSC's e-learning package 'Top Tips for Staff' can be completed online or built into your own training platform. The package is free to use and includes a short quiz at the end and links to further reading.

This guide will help you make this course available to your team.

First, choose the format that suits your organisation, your users, and your needs.



There are two available formats:

SCORM upload

This format allows:

- The course to be uploaded as a file to your Learning Management System (LMS).
- Course completion data like score, completion time, and number of attempts to be fed back by the LMS. *Available data depends on the LMS.*

Web upload

This format allows:

- The course to be uploaded to your web server without the need for an LMS.

However:

- Statistics will not be reported.

Top tip

If you're unsure which format best suits you, or have difficulties with the following steps, contact your technical team, server administrator, or your organisation's equivalent.



Uploading a SCORM file

1. Download the **Top tips for staff SCORM.zip** file from www.ncsc.gov.uk/information/top-tips-for-staff. This zip file contains your course.
2. Upload the zip file to your LMS. If you're unsure how, consult your technical team to find out how your organisation's LMS works. LMS upload methods can vary, but most have a simple "Upload" button. Some LMSs then ask for preferences like metadata, screen dimensions, whether the course opens in a new window, or other factors.
3. With the zip file uploaded to your LMS, you now need to test it to make sure the course is working. Your administrator can log into the LMS frontend with a user account and complete the course. If the LMS shows successful completion after **each page has been completed**, the course is working as intended.
4. When you're happy that your course works, assign the course to your learners, and check in on their statistics as often as you like!



Uploading a web file

1. Download the **Top tips for staff web.zip** file from www.ncsc.gov.uk/information/top-tips-for-staff. This zip file contains your course.
2. Check in with your technical team, server administrator, or equivalent that your web server has sufficient capacity to host and run the course. If there is sufficient capacity, you can also use this as an opportunity to decide where you'll host the course, if you don't know already.
3. Use either your own File Transfer Protocol (FTP) client to upload the web file to your server or give the files to your server administrator to upload to the chosen server.
4. When the zip file has been uploaded to your web server, run through your uploaded instance of the course to ensure that it's working as intended.
5. With your course successfully uploaded, you can now share the link with your learners to make it accessible to them!

Top tip

If you run into a technical issue that you or your technical team, server administrator, or your organisation's equivalent cannot resolve, or if your users need alternate assistance, please reach out to us at toptipsforstaff@ncsc.gov.uk for assistance.
