



FERPA Training Course

Technical Details

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Notes about SCORM

Sharable Content Object Reference Model (SCORM) is a public standard followed by major e-learning figures like NETg, Macromedia, Microsoft, and Skillsoft, among others. It is distributed by Active Distributed Learning, a US government program operating under the Department of Defense. It acts on three levels:

1. *Economic*: SCORM allows whole courses or small content units to be reused on different Learning Management Systems (LMS) through separation of content and context
2. *Pedagogical*: SCORM integrates the notion of pre-requisite or sequencing (e.g. “You cannot go to Topic 2 before answering Question 1”)
3. *Technological level*: SCORM generates a table of contents as an abstraction layer situated outside the content and the LMS. It helps the content and LMS communicate with each other. Communication is performed by means of:
 - a. Bookmarks – “Where is this user in the course?”
 - b. Scoring – “How did this user pass this test?”
 - c. Time – “How much time did the user spend in topic 1?”

What's in SCORM

A course built using the SCORM API must contain a number learning objects, or assets, which can include html files, pictures, movies, sounds, and more - essentially, the actual content of the course. Sharable content objects (SCOs) are the units that actually transmit data from the LMS to the user, and store inputs from the user to your LMS, such as scores. Finally, there is also an XML manifest always named *imsmanifest.xml* which provides the organizational structure of the course, including all the SCOs and assets included, the course organization, the sequencing rules, and the metadata for the SCOs, the organization, and the package itself.

There are many other files that *can* be included in a SCORM-compliant package, but the above are essential.



[The Manifest File](#)

The XML manifest must be present within the zipped SCORM-compliant package in order for it to properly function within an LMS. Typically, this file is created via an authoring tool specifically designed for creating courses, but it can also be edited directly from within an XML editor. This file must also be present in the top-level, or root directory of the ZIP file containing the course.

[Authoring Tool](#)

This course was built and compiled using the Articulate Rise 360 Authoring Tool by Articulate as a responsive HTML5 eLearning module.



Installation

Once you have purchased your institution's copy of the SCORM package, it must be deployed within a learning management system before users can start to train with it. Essentially every major learning management system supports SCORM-compliant courses, but installation methods may vary.

As a courtesy, AACRAO has collected and collated quick installation guides for a number of the most popular learning management systems currently on the market (both open license and purchased systems). If your system is not listed here, a simple search for "System AND SCORM" should reveal compatibility and/or installation methods.

Section 1: Prerequisites for Installation

Section 1.1: Ensure LMS Compatibility

The jointly developed FERPA training course was developed in SCORM 1.2 format. The course uses HTML5 to deliver all animated and interactive content. Users may have to enable pop ups from *your* LMS.

Section 1.2: Ensure the integrity of the FERPA Training Course file

- The downloaded course should be zipped ".zip".
- Do *not* extract the contents. All learning management systems are designed to communicate with SCORM-compliant courses as .zip files.
- The course should contain the file named "imsmanifest.xml".

Section 1.3: Ensure that the server on which your LMS is installed is set to accept file uploads up to 400 MB

The zipped FERPA training course is approximately 7 MB. While most systems have max upload size settings that are configurable within course or site administration interfaces, if you are using a locally hosted LMS those are superseded by server settings. See sections **1.3.1-3** for information on changing your server's max file upload size if you run into problems.



1.3.1 : Assuming Apache and PHP 5+

- Edit your 'php.ini' file.
- Edit the php.ini file to change 'post_max_size' and 'upload_max_filesize' to at least 160, and change 'max_execution_time' to at least 600.
- Restart the server for the changes to take effect.
- Edit your 'config.php' file.
- Within both '<IfModule mod_php5.c>' and '<IfModule mod_php4.c>' sections, edit both 'php_value upload_max_filesize = 2M' and 'php_value post_max_size = 2M' to 400M.
- Restart the server for the changes to take effect.

1.3.2 : Assuming Windows Server and PHP 5.3.x

- Edit your 'php.ini' file.
- Edit the php.ini file to change 'post_max_size' and 'upload_max_filesize' to at least 160, and change 'max_execution_time' to at least 600.
- Restart the server for the changes to take effect.
- Modify the IIS 7.0/7.5 configuration.
- Edit 'Maximum allowed content length' setting to the desired file size in bytes (approximately 420,000,000).
- Restart the server for the changes to take effect.

1.3.3 : Assuming hosted server

- Locate the .htaccess file. This could be named differently, but will always begin with '.'*' and should be in your site root directory.
- Add the lines 'php_value upload_max_filesize 400M' and 'php_value post_max_size 400M'.



Section 2: Deploying the Package

Once you have confirmed your system meets the requirements for installing the FERPA Training course, the next step is to actually deploy the package in your LMS. Please find below some basic instructions for doing this on 13 different systems (note that this list is not exhaustive – *many* systems are SCORM 1.2 compliant). This is merely a basic step by step. In cases where you experience trouble with installation you should consult whatever system resources are available to you.

Section 2.1: Schoology

Note that you must have an enterprise license for Schoology to deploy and play a SCORM-compliant course

1. Download the Zip file
2. Add the zipped file to the Group or Personal Resource Library
 - a. Click into the resource collection where you would like to add the FERPA SCORM package
 - b. Click on the 'Add Resources' dropdown and select 'Add Package'
 - c. Select 'Add SCORM'
 - d. Select the FERPA Training SCORM File
 - e. Click Add to complete
 - f. Once the FERPA package has been added, select the 'Add to Course' feature to the right of the package in your resource library, if the course has been created already
 - g. Alternatively, once in the course, select the 'Import from Resources' feature to pull in the SCORM package
3. Adding directly to a course
 - a. Click into the course folder where the SCORM package will 'play' from
 - b. Click on the 'Add Materials' dropdown menu and click 'Add Package'
 - c. Select 'Add SCORM'
 - d. Select the FERPA Training SCORM File
 - e. Click 'Next' to add SCORM settings, such as grading options outside of that which the training offers
 - f. Click 'Submit' to complete



Section 2.2: Blackboard

1. Create a course where the FERPA training will 'play'
2. Ensure that Edit Mode is 'On'
3. In the desired content area click the 'Build Content' button
4. Click the 'Content Package (SCORM)' link
5. Click the "Browse My Computer" button and select the SCORM package
6. Click 'Submit'
7. Give the content item your desired title and an optional description
8. Set the 'Make SCORM Available' option to 'Yes'
9. Set the number of attempts
10. Set the 'Grading SCORM' to 'SCORM Completion'
11. Click the 'Submit' button

Section 2.3: Moodle

1. Create a course where the FERPA Training will play
2. Click the 'Turn Editing On' button at the top right of the course page
3. Click the 'Add an activity or resource' link in the section you wish to add your SCORM package
4. In the activity chooser, select 'SCORM package' then click the 'Add' button (or select 'SCORM package' from the 'Add an activity' dropdown menu)
5. Enter a name and description for the SCORM resource
6. Either drag and drop a SCORM package into the box with an arrow, or click the Add button to open the File Picker menu in order to choose a file from your computer or a repository
7. Select your display and other options as desired
 - a. Appearance Options
 - i. Display Package: Current Window or New Window (new window will grant users the ability to resize the display area on desktop)
 - ii. Width and Height: Measured in pixels or set by percentage, e.g., 500 (500 px) or 100% (full width or height of screen)
 - b. Availability: Set times when the course is available to be taken (global setting, can't be set for individuals)
 - c. Grade: Highest Grade, Average Grade, Sum Grade, or Learning Objects
 - i. Learning Objects not explicitly supported in this training
 - d. Attempts: Set number of attempts allowed (default infinite), attempts grading, and If a limit is imposed on attempts a Force new attempt option and a lock after final attempt option



Section 2.4: Joomla

1. Enter the 'Learning Paths' section
2. Click the 'Import SCORM package' icon
3. Click the 'Choose a file from your computer; radio button and then 'Browse' to select the FERPA training package
4. Enter the name you would like for the package
5. Enter a description
6. Configure other options as desired
 - a. If the 'Squeezebox' layout option is selected, SCORM stage width and height will affect how large the popup display window will be
 - b. If the 'Inline' display option is selected, the file will play normally
7. When finished configuring, click 'Save' in the top right corner to upload the module

Section 2.5: Docebo LMS

1. Access the Admin Menu by scrolling over the Gear Icon in the left sidebar
2. In the E-Learning section, select 'Courses'
3. Select the Course where the FERPA Training will play from the list of courses on the Main Courses page (note: user must have superadmin or instructor rights)
4. Press the 'Menu' icon in the course's row
5. Select 'Training Material' from the dropdown menu
6. Select the 'Add Training Material' button
7. Select 'SCORM' from the dropdown menu
8. Select 'Upload File' and choose the FERPA SCORM package
9. Appearance options for Desktop
 - a. In line: opens the training file inside the player
 - b. Lightbox: Opens the training file inside a Lightbox
 - c. New Window: Opens the training file in a new window or tab in the browser
 - d. Full Screen: Opens the training file in full screen format
10. Once the training file has been uploaded, select 'Save Changes'



Section 2.6: Talent LMS

1. At the Home Page, click on 'Add Course' under 'Courses'
2. Specify a Name (required) along with any other descriptors you would like for the FERPA Training
3. Click on 'Save and Select Users'
4. Under the 'Course' tab, click on 'Go to course'
5. From the 'Add' dropdown menu, select 'SCORM | TinCan'
6. Specify a name for the FERPA package itself, and then upload the file
7. Click 'Save and View'

Section 2.7: Sakai

1. Ensure that the correct version of the SCORM player is deployed in the installed version of Sakai. This step is not necessary if a SCORM 1.2 compliant player is already installed
If 10+ see below (2.0-2.9, *see online Sakai Documentation*)
 - a. If unsure, visit GitHub and search for SCORM Player source code in the SakaiContrib's GitHub Account
 - b. Find the version of the player that corresponds with the locally installed version of Sakai
 - c. Clone the repository to the local install, or download the .ZIP file containing the source code
 - d. Once the correct version of the SCORM Player for the installed instance of Sakai has been selected issue the Maven commands (like any other Sakai tool) from the directory where the source code has been cloned or extracted to
 - i. `$ cd /opt/src/git/scorm`
`$ mvn clean install sakai:deploy`
2. Click the 'Upload' button at the top of the tool
3. Click 'Choose File' and select the FERPA Training package
4. Click Upload File
5. Click the 'List' button at the top of the tool
6. Click 'Configure' under the file name under the 'Package Name' column
 - a. Change the Title, open dates, number of attempts, etc.
7. Click 'Submit' once the file is configured as desired



Section 2.8: Dokeos

1. Go to the Home Page in the Course section
2. Click the 'Modules' button
3. Click the 'SCORM Import' button
4. A new window will open to upload the package
5. Click 'OK' once the FERPA Training package has been selected
6. Find the package in the list of training modules and configure it by clicking the Pencil icon below the file name

Section 2.9: Totara

1. In the desired course where the FERPA Training will play, click 'Turn Editing On'
2. Click 'SCORM' from the 'Add activity' dropdown menu
3. Enter an activity name (this will appear to trainees)
4. Enter an activity summary
5. Click 'Choose or upload file'
6. Select the FERPA Training package and then click 'Upload file'
7. Select the FERPA Training package by clicking 'Choose'
8. Set the SCORM/AICC settings
 - a. Display Package: In Current or New Window (New Window will allow users to set screen size to full)
 - b. Window: Set the width and height of the display window
 - c. Learner Skip Content Structure Page: Allow the user to skip content structure
 - d. Grade: Highest Grade, Average Grade, Sum Grade, or Learning Objects
 - i. Learning Objects not explicitly supported in this training
 - e. Attempts: Set number of attempts allowed (default infinite), attempts grading, and If a limit is imposed on attempts a Force new attempt option and a lock after final attempt option
9. Set 'Activity Completion' settings if required
10. Click 'Save and return to course' or 'Save and Display'

Section 2.10: ATutor

1. From the Manage area, click on the 'Packages' link
2. Click on 'Import Package'
3. Find the FERPA Training package and upload it



Section 2.11: OLAT

1. Click on Courses
2. In the top-right corner of the 'Import' menu, click on 'SCORM learning content'
3. Click on 'Upload file'
4. Choose the FERPA Training package and click 'Save'
5. Enter a title and description and then click 'Next'

Section 2.12: Brightspace

1. Create the course you would like the FERPA training to reside online
2. From 'Edit course', click 'Import/Export/Copy components'
3. Select 'Import Components'
4. Select 'from a course package'
5. Click 'Start'
6. Drag and drop the FERPA SCORM package onto the upload target, or click upload and select the FERPA SCORM package
7. Click 'Import All Components'
8. Do one of the following:
 - a. To view the package within Content, click 'View Content' OR;
 - b. To import another SCORM package, click 'Import Another Package'

Section 2.13: Canvas

1. Ensure that the SCORM LTI is enabled in External Apps at the account level. If this option is not enabled, have the Canvas administrator on your campus contact their Customer Success Manager for assistance
2. Create a course where you would like the FERPA Training to play from
3. In 'Course Navigation' click on the 'SCORM' link
4. Click the 'Upload' button and select the FERPA Training file, then click the 'Open' button
5. Once the file has loaded, click the 'Choose Import Type' drop-down menu and select 'Import as a graded assignment' then click 'Go'
6. Click the Assignment icon to add the SCORM package element to your course. Once the training package has been imported, the assignment can be moved to an assignment group, added to modules, or managed like any other assignment in Canvas



Section 3: FERPA Course Features

These are features which require no further configuration from a user or administrator in order to function properly. Unless otherwise noted, these features cannot be altered without editing XML or course content directly.

Section 3.1: Display

The course display is designed to be scalable, meaning that whatever the course setting is for playback (inline/current window versus new window), the course display will scale to the size set from within the course settings for SCORM packages. Generally, these settings can be altered by entering specific length and width dimensions, or entering percentages for width and height from administrative interfaces within the course. The course's native resolution is 720x406 px.

Section 3.2: User Tracking and Reporting

3.2.1: User Progress

The course is designed to communicate with the learning management system in such a way that it will automatically save a user's progress through the training. As such, a user can exit the window and resume the training later on. Course and system administrators can also check a user's progress to see how long they spent within the module and the furthest point within the course they have reached. By default the general student interactions report lists attempts as Failed, Incomplete, or Passed, along with the score.

3.2.2 : User Interaction and Objective Score

The course tracks the user's response to each question, whether correct or incorrect. It also display the final score on an objective scale, 0-100. 60% is required to pass the course.

- *Note that the passing threshold can be altered to a different amount. However, this change must be made within the xml manifest file.*

Note that some LMS's are configured to only display pass/no pass or incomplete status for SCORM content.



3.2.3 : LMS Data Exchange

Since the course communicates with your learning management system directly, you must use your own LMS reporting features to generate reports. Each response field has a unique variable, with the user response, the right answer, and the result.

These field names may vary depending on what LMS you have installed. In the back end, the results will likely be sorted into a table within your LMS directory containing 'scoes'.

- **Example: Moodle**

- Within the LMS directory, it is located in a table called 'mdl_scor_m_scoes_track'.
- Each question has a unique field associated with it, but the most important fields are:
 - 'cmi.core.lesson_status' which can have a 'failed', 'incomplete', or 'passed' value; and,
 - 'cmi.core.score.raw' which as the exact point score of that user's attempt.

Section 3.3: What SCORM Does NOT Do

While SCORM is a powerful tool, it still needs an LMS to play, and certain actions and behaviors are only controllable via the LMS settings for the course in which the SCORM package is deployed.

3.3.1 : User Registration and Enrollment

SCORM does not handle registration or enrollment processes. In order for users to gain access to the SCORM package, they must be registered within your institutional learning management system and granted access to the course where the SCORM package is deployed.



3.3.2 : Window Display

This course has default playback settings related to size and scaling. It is designed to fill the space or frame which the LMS has configured it to play in, and to scale accordingly if the play area grows or shrinks while maintaining its aspect ratio. In practical terms, this means that the size of the course on the screen needs to be configured in the administrative settings of your LMS. For reference the content's native resolution is 720x406 px.

As mentioned in section 2, most systems will allow you to either play the file inline/in the current window, or in a new window. You can manually set the width and length of the playback area or new window to desired parameters, or allow the user to resize the window, or to scroll. In any case, this course will simply scale to whatever user/administrative parameters have been set.

During testing, users who went through the training on a desktop configuration preferred a new window, so long as pop-ups were not blocked. However, the mobile experience is improved when the display is in the current window.

3.3.3 : Data Exchange Outside of the LMS

While SCORM allows the course to communicate data effectively with the LMS it is installed in, there are no native functions or scripts which allow it to communicate directly with other outside applications. Hence, any further actions based on user interaction must be made between the LMS and the desired application interface.



Section 4: Supported Interfaces

This FERPA Training Course will play normally on all modern browsers and desktop configurations, with full HTML5 support.

If Internet Explorer is being used, it must be IE 10+.

The course is also accessible on iOS and Android mobile platforms, with full touch screen support.



Section 5: Course Contents

This course contains 6 sections which contain text, .html files, .jpg files, and .mp4 files. SCORM standards allow this content to be extracted and played properly by compliant learning management systems. Each topic requires users to manually progress by scrolling down and answering questions or pressing interactive elements.

There are two 'tracks' in one program for faculty and staff. The faculty track is less intensive, and will take roughly 20 minutes to complete if the user decides not to skip the course instructor video in the introduction. The staff track includes more information and more virtual scenarios designed to force the user to apply regulatory concepts in practice. This track should take 30-40 minutes to complete if the user skips the course instructor video in the introduction.

Users may skip content. They can navigate through the course menu at their discretion, or they may progress in a prescribed manner by progressing through the topics. They may exit the activity at any time and their individual progress will be saved.

These settings can be changed upon request.



Section 5.1: Full Course Outline

The following is reflective of the final course outline, and is fully representative of the topics which are covered.

Introduction Overview and Objectives of the course	
Welcome AACRAO Senior Fellow, LeRoy Rooker (Video)	
Staff Version	Faculty Version
Key FERPA Definitions ● Overview ● Education Records ● Key Terms ● Practice Questions ● Conclusion	Key FERPA Definitions ● Overview ● Education Records ● Key Terms ● Practice Questions ● Conclusion
Compliance ● Overview ● Inspect and Review ● Practice Questions ● Seek to Amend ● Practice Questions ● Disclosure Control ● Record Keeping ● Practice Questions ● Conclusions	Compliance ● Overview ● Inspect and Review ● Seek to Amend ● Practice Questions ● Disclosure Control ● Record Keeping ● Conclusions
Exceptions ● Overview ● May and Must Rules ● Practice Questions ● Conclusion	Exceptions ● Overview ● May and Must Rules ● Practice Questions ● Conclusion
Assessment Six (6) questions covering the full breadth of covered material	
Resources Links and Documents which provide benefit beyond the course or for future reference	



Section 5.2: Assessment Overview

The following outlines the final assessment required for successful completion of the training, for reference. It includes the question itself, possible user selections, and the correct answer. No matter the input, a brief explanation is given about why the right answer is correct under FERPA. Note that **Bold** text indicates the correct response.

1. An alumnus of the school becomes relatively famous for a scientific breakthrough. A journalist contacts a former professor to inquire about the student's time there. This professor indicates that the student was stellar and received an A in the class.
Is this a FERPA violation? *Check your choice below.*
 - a. Yes
 - b. No** A professor wants to post video recordings of his lectures in a public online medium.
2. What needs to be considered from a FERPA perspective? *Check all that apply*
 - a. Does the recording only feature the class instructor - not any identifiable students?**
 - b. Does the professor have written consent from all the identifiable students in the class permitting the online posting of those lectures, including the class discussion?**
 - c. Have any of the identifiable students signed an opt-out form that would preclude their inclusion in the recording?
 - d. There are no FERPA-related issues with posting the video online.
3. Which of these school officials has a legitimate educational interest in being granted access to an education record? *Check all that apply.*
 - a. A student advisor requesting access to a former advisee's degree performance to check on their progress.
 - b. A professor in an advanced mathematics class requesting information related to his current students' past mathematics courses.**
 - c. A financial aid officer determining whether an aid recipient meets stated GPA requirements.**
 - d. An honor's society requesting access to all students who meet a threshold GPA or higher.



4. Which of the following is NOT a student's right under FERPA? - *Check your choice below.*

- a. **The right to request that the institution discontinue the use of the social security number as a personal identifier.**
- b. The right to limit disclosure of directory information.
- c. The right to request an amendment to their education record
- d. The right to inspect and review their education records

5. A Professor has posted the grades of all students on the wall outside the classroom.

Which of the options below demonstrate appropriate ways in which the grades could be posted to remain in compliance with FERPA? *Check all that apply*

- a. Grades are posted with the last four digits of each student's SSN as the identifier.
- b. **Grades are posted using a random number known only to the student and instructor in that particular course**
- c. Grades are posted using a combination of the students institutional ID and social security number.
- d. Grades are posted using the student's ID number.

