11/13/24 Emtrain Admin Training Series
Session Recap & Helpful Links:

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*Below are the items we covered in our 11/14/24 session, which focuses on **Emtrain AI SCORM.** We recommend bookmarking [this Help Center link](#) for additional learning on the Emtrain platform. Here are some key pages:*

Onboarding Guide: Check out this Onboarding Guide, which gives you a high-level overview of how to fully set up your SCORM account & utilize content from start to finish. This is helpful for brand new admin training and seasoned admin refreshers alike.
https://answers-support.emtrain.com/hc/en-us/articles/360054783791-OVERVIEW-Onboarding-using-SCORM-Content

New Admin Activation: For administrators having trouble logging in or navigating the Emtrain SCORM platform. Feel free to use this yourself or send it to a fellow admin you're adding to your account for the first time.
https://answers-support.emtrain.com/hc/en-us/articles/360054828511-STEP-TWO-Admin-User-Configuration-S-

Testing SCORM Files: Before rolling out SCORM content on your LMS, we recommend utilizing our test files to troubleshoot and figure out what format works best for you.
https://answers-support.emtrain.com/hc/en-us/articles/360030825852

Site Configuration: There are a handful of site settings you want to take a look at before setting up your training. We can help you with things like uploading your logo, SCORM formatting, and SSO integrations, and you can browse some of the optional features that are available for you to customize.
https://answers-support.emtrain.com/hc/en-us/articles/360054830751-STEP-THREE-Account-Configuration-S-

Content Configuration:

- Course Catalog: Browse all of our available courses by downloading our Course Catalog: https://emtrain.com/resources/emtrain-course-catalog/

- **Policies:** Before launching any training, it's important to check whether or not the courses you are deploying require a company policy to be embedded ahead of time. Here's (1) a succinct list of those courses that require a policy, as well as (2) some instructions for configuring your content, including your policy.
  (1) https://answers-support.emtrain.com/hc/en-us/articles/360027770291-Programs-Requiring-Policies
  (2) https://answers-support.emtrain.com/hc/en-us/articles/360054831631-STEP-FOUR-Content-Selection-S-

Communication Strategy & Launch Plan: Check out our instructions and helpful tips on communication and messaging in preparation for your training launch.
https://answers-support.emtrain.com/hc/en-us/articles/360054387132-STEP-FIVE-Prepare-for-Launch-S-

Allowlist Information - Here is our guide on Emtrain's allowlist information - this will ensure that your notifications will be received by your learners:
https://answers-support.emtrain.com/hc/en-us/articles/360025956472-Allowlist-Information

Reports & Account Monitoring
https://answers-support.emtrain.com/hc/en-us/articles/360054855951-STEP-SIX-Account-Monitoring-S-

Session Recordings:
https://answers-support.emtrain.com/hc/en-us/articles/15254883786637-Admin-Training-Series-

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https://app.smartsheet.com/b/form/ee594ed9245f430e82ad61005b744820