



Courses: Asset types

It's possible to upload different content within [eLearning modules](#) for users to interact with and complete.

The most common format for content that will be accessible to users is in a SCORM package, as these are the industry standard for eLearning, but Claromentis has other upload types available to fit your needs.

- [SCORM 1.2 package \(zip\)](#)
- [File Upload](#)
- [URL](#)
- [Quiz](#)
- [Embed Code](#)
- [Inner File](#)

SCORM 1.2 package

A SCORM package is a standardised, zipped file containing e-learning content (HTML, images, JS) that allows it to communicate with a Learning Management System (LMS)

It ensures educational content is portable, reusable, and [tracks learner progress](#), such as completion status and scores.

Uploading this type of file [to a module](#) in Claromentis will display its contents right on the page for users to work through:

Duration

Module Length 30 minutes

Learning Material Type

File Upload URL Quiz SCORM 1.2 package (zip) Embed Code Inner File

Download SCORM 1.2 package (zip)

Upload file * Choose file or select from pre-uploaded...

Message to display for Users with view rights but no access rights

Status Draft Live Archived

Submit Cancel

Learning > Courses > Onboarding Training > Policy Manager

Policy Manager Live In Progress

Module information View in full screen

claromentis
DIGITAL WORKPLACE

Policy Manager Application (v10)

YOU COMPLETED 0%

Welcome to the Policy Manager Application course!
In this course, you'll learn how to set up and manage the Policy Manager application.

We'll walk through creating, storing, and distributing policies across your organisation, configuring categories, and tracking user acknowledgements.

By the end, you'll be able to create, maintain, and manage policies to ensure compliance and consistency over time.

Introduction to Policy Manager
Not passed yet

Creating and Updating Policies
Not passed yet

Viewing And Accepting Policies
Not passed yet

Info

Available in	Onboarding Training , Policy Manager application
Owner	Claromentis Administrator
Date created	08-05-2026 12:36
Last modified	12-05-2026 11:29 by Claromentis Administrator

Tutors

Abigail Clark

Your company may have a vendor already who is paid to create your SCORM content.

However, SCORM content can also be created yourself in various tools, whether free or as part of a subscription with a provider.

We have advice for the following providers, but this is not an exhaustive list:

[EasyGenerator](#), [Adobe Captivate](#), [Articulate Storyline](#)

Claromentis is compatible with SCORM v1.2, so as long as your content is in this format, it will work in Intranet modules.

A handy tool is that an uploaded SCORM package in an Intranet module can be downloaded by an administrator or user with 'edit module' rights at any time by editing the module and using the button:

Duration

Module Length minutes

Learning Material

Type File Upload URL Quiz SCORM 1.2 package (zip) Embed Code Inner File

Download

Upload file * or [select from pre-uploaded...](#)

Message to display for Users with view rights but no access rights

Status Draft Live Archived

File upload type

Upload a file from your computer to act as the [module content](#).

File size limits apply here just like in other Intranet areas, e.g. Documents, as standard this is 86MB. (Please submit a [support ticket](#) if you need this limit increased)

The screenshot shows a form for creating a module. It includes a large empty text area at the top for a title. Below it are input fields for 'Duration' and 'Module Length' (set to 0 minutes). The 'Learning Material' section has a 'Type' dropdown with radio buttons for 'File Upload' (selected), 'URL', 'Quiz', 'SCORM 1.2 package (zip)', 'Embed Code', and 'Inner File'. There is a 'Choose file' button and a link 'or select from pre-uploaded...'. Below that is a message field with a lock icon and the text 'Message to display for Users with view rights but no access rights'. The 'Status' section has radio buttons for 'Draft' (selected), 'Live', and 'Archived'. At the bottom are 'Submit' and 'Cancel' buttons.

Once uploaded, the file contents are displayed in a preview, and a button to download it is given.

To ensure users can mark themselves as completed for this content (as it's not possible to track completion in the system otherwise), edit the module and give the users/roles/groups 'Can complete' permission.

With this, a checkbox option will appear in the module, allowing them to mark themselves as complete once appropriate.

The screenshot shows a preview of a module titled 'Compliance' (marked as 'Live'). The breadcrumb trail is 'Learning > Courses > Onboarding Training > Compliance'. The page has a header with the 'claromentis support and services' logo and contact info: 'Tel (+44) 1273 666355 support@claromentis.com'. The main content area has a heading '1 LOREM IPSUM' followed by a paragraph of placeholder text. Below that is a sub-heading '1.1 LOREM IPSUM' followed by another paragraph. At the bottom of the main content area, there is a green box with a red border containing the checkbox 'Mark as completed'. Below the main content is an 'Info' sidebar with the following details:

Available in	Onboarding Training
Owner	Claromentis Administrator
Date created	13-05-2026 10:25
Last modified	13-05-2026 10:25 by Claromentis Administrator

URL type

The URL option works when [module content](#) is not stored within Claromentis, but rather on an external website.

Notes/Reference

Duration

Module Length 0 minutes

Learning Material

Type File Upload URL Quiz SCORM 1.2 package (zip) Embed Code Inner File

URL* http://

Message to display for Users with view rights but no access rights

Status Draft Live Archived

Submit Cancel

A button will appear in the module so users can open the external file location to interact with the content there.

To ensure users can mark themselves as completed for this content (as it's not possible to track completion in the system otherwise), edit the module and give the users/roles/groups ['Can complete' permission](#).

With this, a checkbox option will appear in the module, allowing them to mark themselves as complete once appropriate:

Learning > Courses > Documents Application Course > Social Care

Social Care Live

Module information Open in new tab

Mark as completed

Info

Available in	Documents Application Course
Owner	Claromentis Administrator
Date created	13-05-2026 11:03
Last modified	13-05-2026 11:03 by Claromentis Administrator

Quiz type

A [Quiz created in Claromentis](#) can be chosen to display in a module.

Notes/Reference

Duration

Module Length 0 minutes

Learning Material

Type File Upload URL Quiz SCORM 1.2 package (zip) Embed Code Inner File

Quiz* Please select a Quiz

comp

Company Knowledge

Message to display for Users with view rights but no access rights

Status Draft Live Archived

Submit Cancel

A button will appear for them to open the Quiz in the Quiz application.

Please note: Ensure users have [permissions in the Quiz](#) to be able to follow this link successfully.

Once the Quiz has been completed, the user will be returned to the module in the Course.

The screenshot shows a web interface for a 'Company Quiz'. At the top, there is a breadcrumb trail: 'Learning > Courses > Documents Application Course > Company Quiz'. The quiz title 'Company Quiz' is followed by 'Live' and 'Completed' status indicators. Below the title, there are buttons for 'Open Quiz' and 'Module information'. A message states: 'You have completed this module on 13-05-2026 11:10. Relaunching this module will not change your score or completion status'. An 'Info' section contains the following details:

Available in	Documents Application Course
Owner	Claromentis Administrator
Date created	13-05-2026 11:08
Last modified	13-05-2026 11:08 by Claromentis Administrator

Embed code type

Learning material can be embedded directly into a [module](#) from an external source (embed HTML code)

This requires a team member with knowledge of code to write it, or for this to be supplied by a third-party provider.

In this example, a YouTube video has been embedded - its size on the page can be set by changing the values in the embed code given by YouTube.

The screenshot shows a form for embedding learning material. The form has several sections:

- Notes/Reference:** A large text area for notes or references.
- Duration:** A text input field.
- Module Length:** A text input field with '0' and 'minutes' next to it.
- Learning Material Type:** Radio buttons for 'File Upload', 'URL', 'Quiz', 'SCORM 1.2 package (zip)', 'Embed Code' (selected), and 'Inner File'.
- Embed Code:** A text area containing the following code:

```
<iframe width="560" height="315"
src="https://www.youtube.com/embed/j5jAdzeQGGc?
si=3S6dWSh0RRgisV1E" title="YouTube video player" frameborder="0"
allow="accelerometer; autoplay; clipboard-write; encrypted-media;
For best results limit the width of iframes to 640px
```
- Message to display for Users with view rights but no access rights:** A text input field with a lock icon.
- Status:** Radio buttons for 'Draft' (selected), 'Live', and 'Archived'.
- Buttons:** 'Submit' and 'Cancel' buttons.

In the module, the embedded content will appear for users to interact with.

To ensure users can mark themselves as completed for this content (as it's not possible to track completion in the system otherwise), edit the module and give the users/roles/groups '[Can complete](#)' permission.

With this, a checkbox option will appear in the module, allowing them to mark themselves as complete once appropriate.

Learning > Courses > People Application Course > LMS Triggers intro

LMS Triggers intro Live

Module information

Mark as completed

Info

Available in	People Application Course
Owner	Claromentis Administrator
Date created	13-05-2026 11:18
Last modified	13-05-2026 11:18 by Claromentis Administrator

Inner file type

Select a file that has already been uploaded to the Documents application to display as content in a [module](#).

Notes/Reference

Duration

Module Length minutes

Learning Material

Type File Upload URL Quiz SCORM 1.2 package (zip) Embed Code Inner File

Inner File*

Sample Document 10.pdf Select document

Message to display for Users with view rights but no access rights

Status Draft Live Archived

Submit Cancel

A download button will appear in the module for users to review its content offline.

To ensure users can mark themselves as completed for this content (as it's not possible to track completion in the system otherwise), edit the module and give the users/roles/groups 'Can complete' permission.

With this, a checkbox option will appear in the module, allowing them to mark themselves as complete once appropriate.

Learning > Courses > Onboarding Training > **Sample test**

Sample test Live

Module information [Sample Document 10.pdf](#)

Mark as completed

Info

Available in	Onboarding Training
Owner	Claromentis Administrator
Date created	13-05-2026 11:29
Last modified	13-05-2026 11:29 by Claromentis Administrator

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