Content Creator Checklist

myUK Learning Compatible Software

It is required that you use one of the following to create WBTs for myUK Learning

- Adobe Captivate
  - HTML5 and Scorm compliant
  - Free download from UK Software Downloads with Linkblue account
    - https://download.uky.edu/
  - Supported by UKIT Helpdesk
  - Free HR T&D class instruction for staff and faculty
    - http://www.uky.edu/hr/retreats/technology-software-training

- Echo360
  - HTML5 and Scorm compliant
  - Free download from UK Software Downloads with Linkblue account
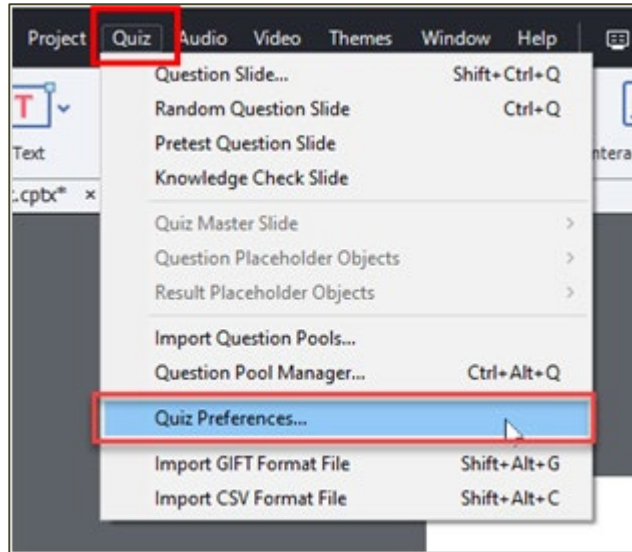   - https://download.uky.edu/
  - Supported by UKIT Helpdesk

- Articulate
  - HTML5 and Scorm compliant
  - Software is available at additional departmental cost
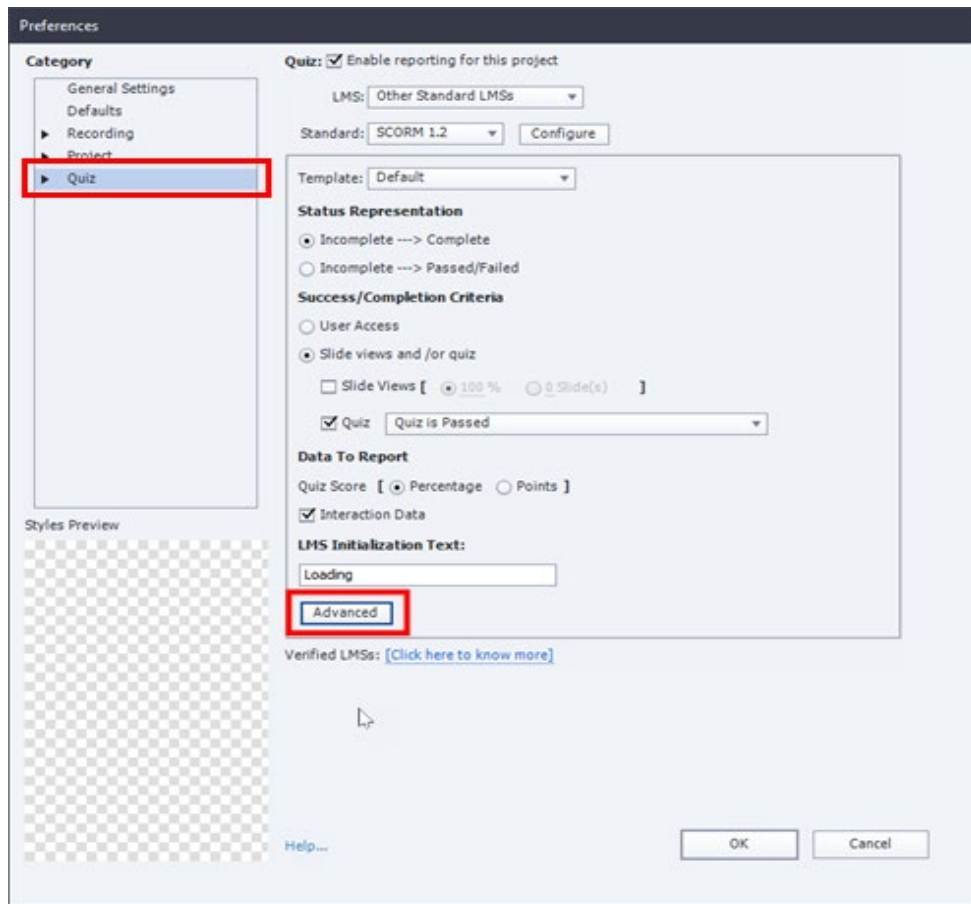
myUK Learning Setting Standards

Failure to input the standard settings in Captivate will result in the course not being compatible in myUK Learning

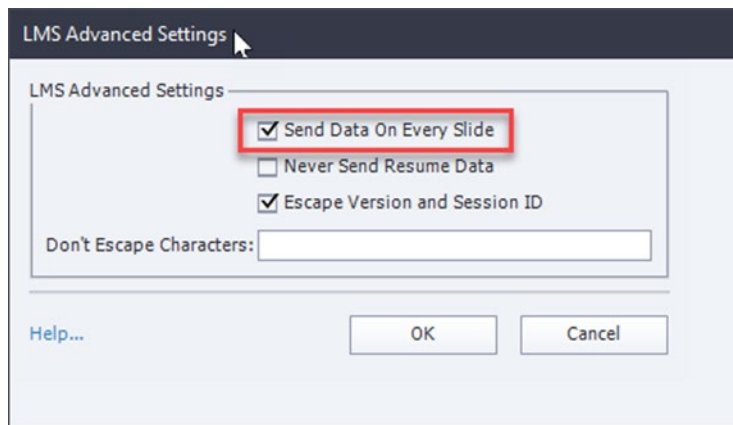## Captivate Required Setting Instructions: Send Data On Every Slide

1. Click on the Quiz menu option.
2. Click Quiz Preferences.

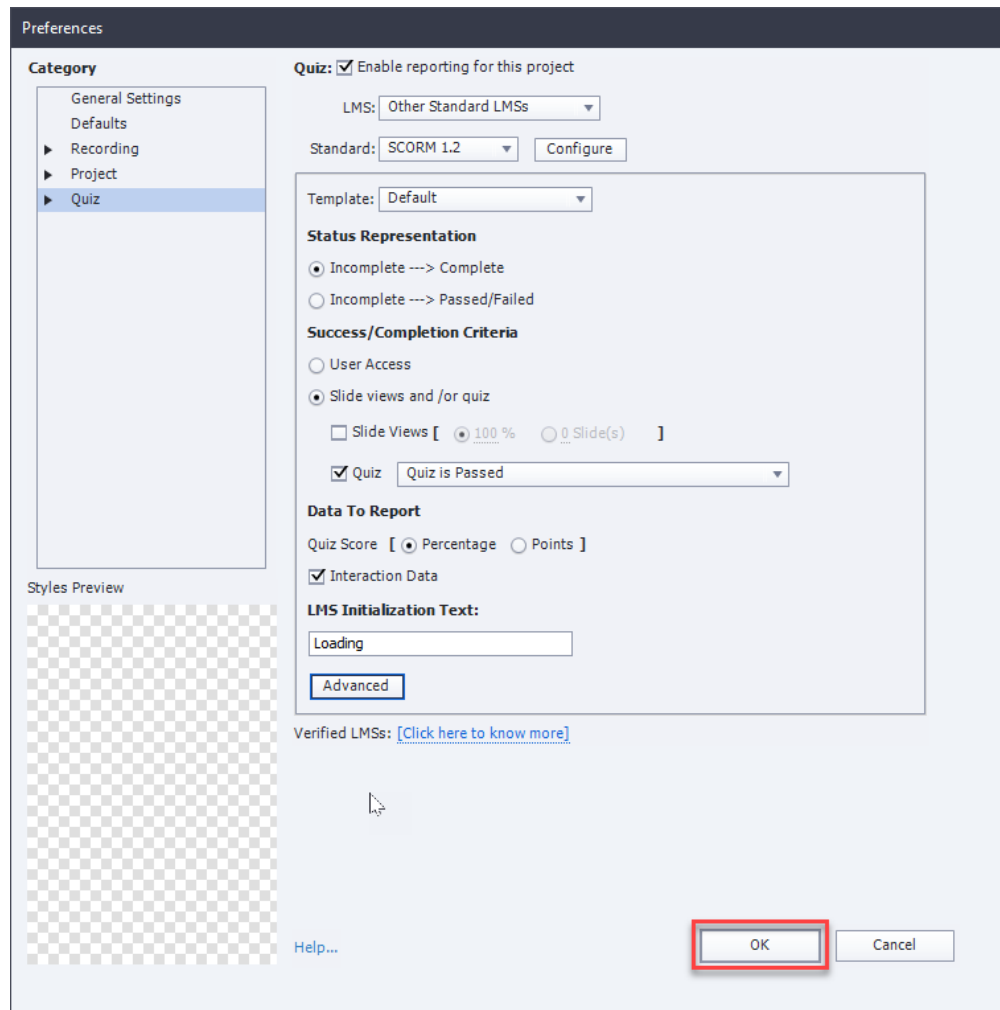

The Preferences Window will open. *It should open to the Quiz section. If not, click the Quiz button under Category.*

3. Click the Advanced button.
   • The LMS Advanced Settings window will open.

4. Click to check the box for Send Data On Every Slide.

5. Then click OK.

6. Click the OK button on the Preferences window.

7. End.

Helpful Tips for Content Creators & Uploaders

- Captivate Pass / Fail Option Settings

    - When Success/Completion Criteria is based on slide views, use a value of at least one slide less than 100% to ensure users receive credit.

    - When a quiz is passed or failed:

        - If passing grade, select the appropriate action from the drop-down box.

            - Typically, this action will be to Continue with the course.

        - If failing grade, typically user will be shown the Retake Button and have Infinite Attempts to pass the quiz.

            - *Some WBT creators may only allow one attempt to complete the quiz and require user to retake the course or repeat a portion of the course before attempting the quiz again. If this is the case, select the appropriate contact person or steps the user should take in the action field*

Quiz: Pass or Fail

Pass/Fail Options: ⦿ `80` % or more of total points to pass

◯ `0` points or more to pass (Total Points: 0)

Note: Maximum points to be earned is the sum of all weighted points.

If Passing Grade:

Action:

Continue	▼

If Failing Grade:

Allow User: `1` Attempts OR ☑ Infinite Attempts

☑ Show Retake Button

Action:

Continue	▼

- Text and audio are needed for all screens/pages of a WBT

    - Suggestions on WBT closing verbiage:

        - You may now close THIS browser window to exit the course. This concludes the WBT.

- o   You may now close THIS browser window to receive credit for this course.

- References to the Log Off button are no longer needed (as was required in LSO)

- Size Limitations: Upload limit is 500 MB for each content object

- Publish as HTML5

- No spaces in the Zip File name when publishing, underscores are recommended in place of spaces

ADA Compliance Checklist

Failure to adhere to the ADA compliance will result in the course not being uploaded to myUK Learning

- Content to be SCORM 1.2 compliant and published in HTML5 format

- There is matching audio narration and captioning on every slide

- Provide text alternatives (Alt-Text) for non-text content (i.e. images)

- Provide an alternative that presents equivalent information for video-only and/or audio-only content

- A minimum 6:1 contrast ratio on all colors between text and background

  - https://www.userway.org/contrast-checker#

- All fonts are at least 18pt

- Closed Captioning should be at least 24pt

- Color Blind considerations (Blue/Yellow) and (Red/Green)

  - Do not use colors to convey important information

  - Increase contrast between similar colors

  - Lighten light colors and darken the dark ones

  - Increase the saturation of colors

  - Use patterns and symbols

UK Branding Guides

http://webgov.uky.edu/standards/

http://webgov.uky.edu/web-styleguide/components/

http://webgov.uky.edu/web-styleguide/styles/