

Workday Learning Manual for eLearning Developers

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Purpose of Guide

The purpose of this document is to ensure successful publishing of eLearning modules for the learning management system and a successful user experience for the learner. It is not meant to be a content development guide except where ADA requirements and user experience are concerned.

Packaged Content & Learning Reports

Read [the DAS Quick Reference Guide on Packaged Content and Learning Reports](#) before reading this document beyond this point.

Developing Guide

- Adding contact information or hyperlinks to your eLearning module automatically dates the training. Every time the contact information or the hyperlink changes or the hyperlink breaks, you will need to update and re-upload the module to the learning management system (LMS).
- Make sure to have a message at the end of the training to alert the user that the training is finished or complete.
- Including an exit button on the training player helps ensure fewer completion issues with the training module.

[ODOT Resources for Developing eLearning](#)

ADA Requirements and Accommodations

To the best of our ability, ODOT Workday Learning follows state and federal accessibility regulations to ensure website accessibility for all site users, including those with disabilities. *Be sure to follow the guidelines in the Accessibility section of the Oregon Web Guidelines, especially those concerning visuals and videos.*

Workday is a state website, and online trainings qualify as videos on a state website. SCORM training videos, however, do not have to be hosted on ODOT YouTube.

[State: Oregon Web Guidelines Section III](#)

Steps for Posting eLearning into Workday

The following steps are necessary to make sure every eLearning is not only compatible with ODOT computers and web browsers, but also satisfies Subject Matter Expert and user requirements.

1. Publish the eLearning file for a Learning Management System (LMS) and zip it at the end of the publishing process.
2. Send the zipped file to your division/section WDL lead. They will upload it into the Workday TEST environment and attempt to start the module in all ODOT web browsers.
3. When step two is successful, the Lead will send you the TEST link for the module. Complete the module in all ODOT web browsers to test for designed functionality. If you make adjustments, send a newly published zipped file to the Lead to put into TEST, and they will send a new link.
4. Have the SME(s) and a couple of users complete the module and give feedback on content and user experience. Edit module as needed.
5. When step four is complete, publish and send a zipped file of the final version of the module to be put into Workday PRODUCTION.

Publishing Guide

- When completion of module is based on slides, do not choose all or 100% of the slides. Choose one less than all or 90%. Otherwise, the module may not register as complete.

Adobe Captivate

- In the Quiz > Reporting section, check **Enable reporting for this project**, even if you don't have a quiz. Also make sure that **Shuffle Answers** and **Allow Backward Movement** *are not checked*. Both settings cause errors.

File Sizes

The file size limits for eLearning and media are:

- SCORM and AICC: 4GB
- Video: 20GB
- Media files (not Video, SCORM or AICC): 30mb
- Image: 10mb

Reducing Course Size

Although Workday has a maximum SCORM file size of 4GB for eLearning courses, we strongly recommend that you keep the size of your zipped course smaller. **Users, especially those working remotely, may not be able to download larger courses, or we may have an issue uploading the course to create it.**

Ways to Reduce File Size

The following are suggestions for possible ways to reduce the eLearning file size. They may not all apply or be necessary to accomplish this task.

- Delete any hidden or unused assets on the slides.
- If the course includes narration, reduce the audio file size.
- If the course includes embedded video, remove it and stream the video instead. This requires adding the video to ODOT YouTube. Contact the ODOT Communications section for more info about this.
- If the course includes images, reduce the size of the image files. This requires more than just resizing the picture—make sure that you maintain the image quality/resolution while doing so.
- Minimize or eliminate transition effects.
- If you have a slide that pauses, ensure that it isn't longer than necessary on the timeline. Typically, you can trim slides down to about three seconds.
- Use solid colors instead of gradients.
- Compress media in your project.

Adobe Captivate

If using Adobe Captivate:

- Remove unused items from the library.
- Avoid using Full Motion Recording, if possible (FMR slides have a video camcorder icon at the bottom right-hand corner of the slide).
- Make the slide dimensions/resolution smaller.
- Change the quality and compression settings for images.

Checklist for Testing the Course in Workday TEST

The following are some but not necessarily all items to consider while testing.

- ☐ Does the module load in all web browsers?
- ☐ Begin the course and stop in the middle. Are you able to resume the course and start where you left off? If you stop in the middle of a quiz, are you able to resume the quiz?
- ☐ Do all of the buttons, including Next and Previous/Back, function as intended?
- ☐ Do all triggers and/or effects function as intended?
- ☐ Does the audio work correctly?
- ☐ Does the closed captioning or script function correctly?
- ☐ Is there any text editing, including grammar or spelling corrections that needs to be done?
- ☐ Do all hyperlinks function correctly?
- ☐ If there is an embedded video, does it play in all browsers? Does it play all the way through?
- ☐ Is the module ADA compliant according to the Oregon web accessibility guidelines? E.g. are users able to pause or move the module forward at will; are they able to move backward or replay a section; is there high enough contrast between the background and text; etc.?
- ☐ If there is a quiz, does it function as expected? If users fail, does the module still mark complete, or are users directed to retake it? If users pass, does the module acknowledge the passing score and mark complete? If users fail and then pass, does it function appropriately?