

# iLearnOregon Manual for eLearning Developers

Oregon Department of Transportation

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# SCORM

The Shareable Content Object Reference Model, or SCORM, is a set of technical standards that allow eLearning courses and iLearnOregon communicate with one another. In other words, eLearning files must be converted into the SCORM format in order to work in iLearn.

It is the SCORM formatting that allows iLearn to track course progress and completion according to the criteria established in the eLearning development software used.

**iLearn requires version SCORM 1.2.**

## Web Browser Requirements

ODOT currently uses the Internet Explorer, Chrome and Edge web browsers. To ensure successful training completions for all ODOT users, eLearnings need to be published in **HTML5 format**, which is what allows the web browsers to play the content.

This format will not work in Internet Explorer, so all iLearn online training will need to be completed using Chrome or Edge.

## 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 iLearn. This also may require a new version of the course, which will affect reporting on course completions.
- 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.

## ADA Requirements and Accommodations

To the best of our ability, ODOT iLearn 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.*

**iLearnOregon 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](https://www.oregon.gov/docs/state_web_guidelines.pdf)

[https://www.oregon.gov/docs/state\\_web\\_guidelines.pdf](https://www.oregon.gov/docs/state_web_guidelines.pdf)

# Steps for Posting eLearning into iLearn

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 either the ODOT Domain Administrator or your division iLearn lead. She/he will upload it into the iLearn TEST environment and attempt to start the module in both IE and Chrome.
3. When step two is successful, the administrator or lead will send you the iLearn TEST link for the module. Complete the module in both IE and Chrome to test for designed functionality. If you make adjustments, send a newly published zipped file to the administrator or lead to put into TEST, and she/he 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 iLearn PRODUCTION.

## Publishing Guide

1. Publish in the **SCORM 1.2 format**.
2. Publish course reporting status as **Complete/Incomplete**. Choosing another option may mean that the module will not register as complete in iLearn.
3. File titles cannot include special characters or spaces.

## Updating Courses

If changes to a SCORM course are minor, you can upload a new SCORM file into the same course. **If changes are major**, then you will need to work with the ODOT Domain Administrator or your division iLearn lead to RETIRE the current version of the course and post a new version of the course in iLearn.

If a file with major changes is uploaded into the same version of the course, this may result in users not being able to resume a course if they stop in the middle. They will then need the Domain administrator to delete their attempt.

- Major changes: structural changes, such as adding or deleting slides or quiz questions. These will require a new course version.
- Minor changes: changes to content within a slide or publishing settings.

## 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.
- 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 in iLearn.

## Reducing Course Size

Although iLearnOregon has a maximum file size of 300MB for eLearning courses, we strongly recommend that you keep the size of your zipped course file at 40-60MB. This is because users 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.

- 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.
- 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 iLearn

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

- Does the module load in all web browsers (except Internet Explorer)?
- 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?