

## eLearning Analysis Form

### Partner with Learning & Employee Development (LED)

Whether you are building or buying eLearning, (which includes eContent, web based training (WBT) or videos), or you just need some professional narration recorded for your current project, LED would like to partner with you to ensure a positive and lasting educational experience for all County employees. If you are looking to:

- Develop eLearning (also referred to as self-paced, online training, or web based training):
  - LED can help ensure the process is smooth and the eLearning would work with sccLearn as shown in [the eLearning Development Flowchart from Inquiry to Launch In sccLearn](#) \*
  - guide you in the best practices for developing an eLearning as explained in the [eLearning course design and development guidelines](#), and
  - work with you to engage an [external vendor for custom development](#) or voice over services
- Purchase off-the-shelf eLearning:
  - LED can help you locate online courses, videos and books on business skills, compliance and desktop software provided by the contracted vendor Skillssoft
  - Assist with the search and evaluation of other vendors and their products to ensure they are compatible with sccLearn
- Create videos:
  - The County has a contract with CreaTV for professional video recording and editing. The Charcot Training Center has integrated video recording equipment and HDMI ports in one room.

\* sccLearn is the County's Learning Management System (LMS) which allows employees (and extra help) to access self-paced eLearning designed for Employees. The eLearning can be assigned to County employees and usage reports can be made available as the completion status is tracked. If your eLearning needs to be completed by external contractors, partners, volunteers, and clients, please consider alternative options for delivery of your content.

### Step 1: Review types of eLearning

For an eLearning to be hosted in sccLearn it **must meet standards** established by the sccLearn Steering Committee. These standards include:

- Interactivity to actively engage the learner for effective eLearning
- Established completion criteria
- Published in SCORM format to allow Progress/Completion to be tracked on sccLearn transcript
- Relatively stable content with a shelf life > 1 year (with exceptions)
- Reviewed annually to ensure content is still current

(For other types of content, exceptions can be granted by discussion with LED.)

Below are the types of eLearning allowed in sccLearn and workaround solutions for other types of content.

Type of Learning Content	Description
eLearning	<p>Online training completed as a self-directed activity. This type of activity includes:</p> <ul style="list-style-type: none"> <li>• Web Based Training (WBT)</li> <li>• Software Simulation Training to explain software</li> </ul> <p>These types of activities would be interactive, include narration and some requirement, such as a quiz, to verify completion.</p>

## eLearning Analysis Form

	Options for developing an eLearning could include working with LED, the agency creating the eLearning internally, or working with an external vendor based on the complexity and a variety of factors. eLearning can also be purchased by the Agency with LED guidance to ensure compatibility with sccLearn. Consult with LED for options.
Standalone Quiz	A series of questions to calculate a learner's grasp of eLearning provided. Quiz to be created with eLearning software to create a SCORM file that can be loaded into sccLearn as a WBT.
Policy Document	An eLearning would be created containing the text of the policy document that employees need to view and attest that they have read and agree to comply with the policy. File would be created with eLearning software to create a SCORM file that can be loaded into sccLearn as a WBT.
Voice over PowerPoint	Slides with real or computer-generated voice reading the content of each slide. This is typically passive viewing and not allowable per sccLearn Guidelines. <b>Workaround solution:</b> Convert content to interactive eLearning with completion criteria such as quiz and package as a SCORM file.
Videos	<p>Good quality videos that:</p> <ul style="list-style-type: none"> <li>• demonstrate an activity or task</li> <li>• are recorded from an online meeting platform (such as a webinar in Zoom)</li> <li>• are recorded at an event such as a lecture or workshop. Videos can be developed in-house, filmed at Charcot, or the contracted vendor CreaTV. Interviews or live events work well when embedded into eLearning.</li> </ul> <p>Videos contain no interaction and are not allowable per sccLearn Guidelines. Videos are typically passive viewing options and completed as a self-directed activity.</p> <p><b>Workaround solution:</b> Upload the video content into the County's YouTube channel* or on an agency SharePoint site. Then create a standalone quiz to test learner's knowledge of the video, package the quiz as a SCORM file for upload to sccLearn for tracking course completions.</p> <p>*For information on the County's YouTube channel or to create one for your department if you will be hosting many videos, contact the TSS Service Desk.</p>

### Step 2: Determine type of eLearning

**Which type of eLearning will you be creating and uploading from Step 1?**

**eLearning will be developed ...**

internally

by an external vendor (via Work Order Procurement Request Process)

by an external organization sourced by Agency

## eLearning Analysis Form

### Step 3: Review sample timeline for development of eLearning/SCORM published files

(Applicable to eLearning course development internally or through a vendor agreement. The timeline to develop the content may vary based on the complexity of the solution.)

This timeline provides an idea of the process and length of time needed to design and develop eLearning. Within each phase are multiple milestones, check-ins, reviews and approvals by the requesting Agency, LED and the sccLearn team to ensure a smooth process and a quality eLearning.

1. **Analysis** – typically completed by Agency
[2-4 weeks]

This approval phase includes completing the needs assessment, legal review, and business case analysis to ensure the best option to meet the needs of the County. During this phase, the Agency’s project team establishes the learning objectives, reviews, and finalizes foundation material to be used in the development.
2. **eLearning Design** – typically completed by Developer and approved by the Agency
[2-4 weeks]

This phase involves the design of eLearning at a high level, generating the review questions, writing the narration script, and preparing and approving the storyboard.
3. **eLearning Development** – typically completed by Developer and approved by the Agency
[4-9 weeks]

During this review and approval phase the eLearning is developed based on the approved storyboard. The interactions, review questions, and programming are designed. Once the eLearning has been developed, functional testing of the eLearning is completed to ensure the eLearning functions as expected and makes sense from a learner perspective.

**Note:** Based on the Developer, this development phase may be broken down into two stages: 1) the development and testing of the eLearning with text to speech narration, and 2) the narration recording and integration stage where the narration is recorded and synchronized with the eLearning and interactions that have been approved.
4. **eLearning Testing and Launch** – typically completed by LED and the Agency
[2-6 weeks]

This phase involves the final review of the eLearning. Once approved, the eLearning is tested for integration within the sccLearn sandbox environment to ensure it behaves as expected, before being deployed in the sccLearn production environment, where a final verification test is conducted before the eLearning is launched.

### Step 4: Provide Information about the eLearning

<b>Project Lead:</b> (Main contact working with LED team) Name: Email: Department/Agency:  Primary Stakeholder:	<b>Dates and Timelines:</b> Desired launch date: What is driving the timeline?
--	--

**What is the eLearning title and subject area?**

  
  

**What is the envisioned duration for completing the eLearning? (in minutes)**

  
  

**Is this replacing an existing eLearning?**  No  Yes (please provide details)

**What do you expect learners to know after completing the eLearning?**

## eLearning Analysis Form

<p><b>Do you anticipate any issues, risks, challenges in creating this eLearning?</b></p>
<p><b>What foundational material exists for developing the eLearning?</b></p>
<p><b>Do you have executive level sponsorship?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes  <i>Please provide name and details</i></p> <p><b>Is there available budget?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes – <i>(please provide budget amount)</i> \$</p> <p><b>Which learner population(s) will the eLearning be available to?</b> (job classifications, budget unit, union, etc.)</p> <p><b>If the learner population includes external learners,</b> please explain how you will train them as they do not have access to sccLearn.</p>
<p><b>Is there a compliance requirement?</b>  <input type="checkbox"/> No <input type="checkbox"/> Yes <i>(please provide policy, regulation or law mandating the training and regulating body)</i></p> <p><b>Does the eLearning content need to be discussed with...?</b>  <b>Labor Relations?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes                      <b>County Counsel?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes  <i>Please provide details</i></p> <p><b>Will the eLearning be mandatory for certain populations to complete?</b>  <input type="checkbox"/> No <input type="checkbox"/> Yes <i>(please indicate who provided executive approval <b>and</b> for which learner populations)</i></p> <p><b>Continuing Education Units (CEU):</b>  <input type="checkbox"/> No <input type="checkbox"/> Yes <i>(please provide requirements to be accredited and link to accrediting body)</i></p> <p><b>Is the content part of a certification?</b>          County certification? <input type="checkbox"/> No <input type="checkbox"/> Yes                      External organization certification? <input type="checkbox"/> No <input type="checkbox"/> Yes  <i>(if you checked Yes for either certification, please explain)</i></p>

## eLearning Analysis Form

### Step 5: Agreements and Expectations

By committing to developing eLearning content for uploading to sccLearn, the project lead agrees to review:

- the eLearning annually (at a minimum) to ensure the content material is current
- the references to ensure they are still valid (and accessible if hyperlinked)

In addition, the project lead is responsible to ensure the content itself continues to be functional and playable for the intended learners. In the event that the content is deemed non-functional or non-playable due to a change in County policy, a change in technology, and the content owner is unable to update the content to render it functional and/or playable, sccLearn Team reserves the right to remove said content from sccLearn so as to not negatively impact the learner experience and/or consume a disproportionate amount of support resources.

**Check this box to signify you have read and agree with the expectations.**

**Project Lead Initials**

Return the completed form to Dipti Gokani ([dipti.gokani@ceo.sccgov.org](mailto:dipti.gokani@ceo.sccgov.org)) & Kathleen Sexton ([kathleen.sexton@ceo.sccgov.org](mailto:kathleen.sexton@ceo.sccgov.org)) in Learning & Employee Development (LED)