**Course Upload Form for Sandbox Testing and launch**

**Course: Launch Date: [Date]**

**Project Lead:** Click or tap here to enter text.

Please complete this form **after functional testing** has been completed to initiate the Integration Testing in the sccLearn sandbox.

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| --- | --- | --- | --- |
| **#** | **Task**  | **Details** | **LED/sccLearn Team Use Only** |
|  | **Published Course files:**  | Please work with LED to ensure the published SCORM course files and the original source files are transferred to LED. | [ ]  Received[ ]  Verified[ ]  Upload to Sandbox[ ]  Sent to TSS |
|  | **(If applicable) eContent Provider**  | Title: What is their original title? |  |
| Transcript/Materials: Please provide a copy of these materials |
|  | **Integration Testing in the sccLearn Sandbox:**Please provide the names of 3-5 employees that will be involved with integrating on testing. Please make sure they are aware they will be involved.  | Click or tap here to enter text. |  |
| Click or tap here to enter text. |
| Click or tap here to enter text. |
| Click or tap here to enter text. |
| Click or tap here to enter text. |
| **The following information will be implemented for the production version of the course. It will not be used during the integration testing in the sandbox system.** |  |
|  | **Verification Testing:**Will the Project Lead be responsible for the verification testing? | [x]  Yes [ ]  No (Please provide name of verification tester)Click or tap here to enter text. |  |
|  | **Course Title:**What is the course title as you would like it to appear in sccLearn |  |  |
|  | **Course Description:**What is the description of course (including bullets and hyperlinks) as you would like it to appear in sccLearn. |  |  |
|  | **Course Duration:**What is the average time learners can expect to complete the course.  | [ ]  15 minutes [ ]  30 minutes[ ]  45 minutes [ ]  60 minutes[ ]  Other (Please Specify)  |  |
|  | **Course Prerequisites:**Are there other courses that would be a prerequisite for this course?  | [ ]  No [ ]  Yes (please provide course title):Click or tap here to enter text. |  |
|  | **Which Library Topics in sccLearn (if any) do you want the course associated with?** | Select Library in sccLearn to view Topics.Click or tap here to enter text. |  |
|  | **Course Image:**Please select image for the course tile.  | [ ]  SCC Mandatory | [ ]  Default | [ ]  WBT |  |
| [ ]  Other Custom images should be appropriate, real life color imagery of people associated with the activity. Clipart and cartoon images are not acceptable. Image should use a 16:9 ratio, 221 x 124 pixels with a maximum file size of 500 KB.  |
|  | **Versioning:**How is the version identifiable within the Course? | Version Number: Click or tap here to enter text.Visible location in course:Click or tap here to enter text. | **Course Owner:** |
| Is this a revision of a current/previous course? | [ ]  Yes [ ]  No [ ]  N/A [ ]  Not Sure  |
| Does a previous version of the course need to be deactivated when this version is uploaded? | [ ]  No [ ]  Yes (please provide course title to be deactivated):Click or tap here to enter text. |
| Have you notified in-progress/registered learners of the new version of the course?*Sample notification template has been provided at the end of this form.* | [ ]  Yes [ ]  No [ ]  N/A Completion date provide to learners: Click or tap to enter a date. |
| Do we have your approval to remove/cancel the learners from course roster during deactivation, so learner transcripts are complete? | [ ]  Yes [ ]  No [ ]  N/A  |
|  | **Current Course Cancellation:**When the course is canceled, sccLearn emails a standard activity notification to learners.  |  |  |
| Would like to send learners an email prior to the standard notification?*Sample notification and email template are provided the end of this form.* | [ ]  No [ ]  Yes - Requires coordination with TSS Technical team and your sccLearn Administrator |
| Do you have an scclearn administrator that can activate/cancel classes to allow you to manage the notifications? | [ ]  No [x]  N/A [ ]  Yes (please provide administrator name):Click or tap here to enter text.  |
| 13. | **Certifications and Assignments:**Have you discussed Certifications and Assignments\* with the LED/TSS sccLearn Team? | [ ]  Yes [ ]  No [ ]  N/A [ ]  Not Sure \* Certifications support future versioning of the WBT while maintaining the assignmentsIf no assignments are needed, skip to #14. |  |
| **Assignment Audience**Assignments can be done by BU, CC, Job code, or any combination of these. This is more standard as anyone who enters or leaves any of these defined parameters will be automatically captured and assigned.Assignments can also be made for specific users, but this requires additional monitoring and training to manage assignments assigned users. |  |  |
| **Assignment Date**The date the assignment will go out and users will see on their profile. For new users, the assignment date will be the day they entered the assignment parameters. |  |  |
| **Assignment Due Date**The due date is the date that users must complete the training by. It can be set up as needing to be completed by **X** days from the Assignment date or a specific date.  |  |  |
| **Expiration Date**When a user needs to retake the training. Two approaches are:1. **X** Days after the initial completion – more standard
2. On a specific date every year – A grace period of **X** days can also be configured to ensure anyone who has already completed it is granted credit for the follow cycle if they already completed it before the set date.
 |  |  |
| 14. | **Visibility:**Have you discussed course visibility\* with the LED/TSS sccLearn Team? | [x]  Yes [ ]  No [ ]  N/A [ ]  Not Sure \* Courses associated with certifications will remain hidden so users can only access them through the certification |  |
| 15. | **Reporting** Have you discussed Reporting with the LED/TSS sccLearn Team? | [ ]  Yes [ ]  No [ ]  N/A [ ]  Not Sure | Add this course to the Compliance report?[ ]  Yes [ ]  No |
| 16. | **Completion notification:**  | [ ]  N/A [ ]  No [ ]  Yes (provide details) **Email Subject:****Email Body:** |  |
| 17. | **sccLearn Banner:**Have you discussed promoting the course using an [sccLearn rotating banner on the sccLearn Homepage](https://files.sccgov.org/bc-entlearningdocs/sccLearn/ProcessGuidelinesForRequestingRotatingsccLearnBanner.pdf) with the LED/TSS sccLearn Team? | [ ]  N/A [ ]  No [ ]  Yes (provide details) |  |
| 18. | **Support Contacts:**Please provide names of at least two employees who will provide content support for the training once it is launched. |  |  |

If you have any questions while completing this form, don’t hesitate to contact LED (LED@ceo.sccgov.org)

**Sample Email Notification template for In-Progress and Registered Learners to notify of upcoming revision and request them to complete the training.**

Please replace [text] before sending to registered and in-progress learners. If you need the names of the learners, please contact your sccLearn administrator.

**Email Subject:**

ACTION REQUIRED: Complete [Course Title] in sccLearn before [date prior to launch date]

**Email Body:**

Good [Morning/Afternoon],

Regarding the [Course Title] online training course.

[Your Department/Agency] has developed a new [Course Title] course. The new course will go into effect on [launch date].

You are being notified because our records in sccLearn indicate that you are registered or in-progress with the current version of the [Course Title] course. There are two options for you to receive completion credit for this course:

1. Log into sccLearn and complete the current version [Course Title] by [date prior to launch date] to satisfy the completion requirement.

-OR-

1. Wait until the new version of the [Course Title] is launched in sccLearn on [launch date] to re-register and complete the course.

If you have system/technical questions, please contact TSS (support@tss.sccgov.org).

Thank you,

[Your email signature]

**Sample Email Notification sent by sccLearn when an existing class is canceled**

This is a standard email sent from the system. You cannot modify or change the text of the email.

**Email Subject:**

Learning Activity Cancellation

**Email Body:**

One or more activities have been canceled. Please contact the activity owner or instructor for more information. Name: [Course Title] Location: Start date: End date: Activity owner: [Course Owner] Instructor: This message was automatically delivered by SumTotal notification services.

**Sample Email Notification template for sending day of class is cancelation from scclearn**

Please use this email template to notify registered and in-progress learners of the class cancellation. If you need the names of the learners, please contact your sccLearn administrator.

**Email Subject:**

UPDATE: [Course Title].

**Email Body:**

Hello,

Over the past few weeks we have been notifying you of a revision to the [Course Title]. If you still need to complete the training, please register for the new [Course Title and URL] that was uploaded today. Additional information about [Course Title] can be found on the [URL] web page.

Please note - you may receive a notification from sccLearn with regards to the cancellation of the previous version of this course.

If you have any questions, please reach out to [your office].

Thank you,

[Your email signature]