
Process & Guidelines for Requesting Rotating Banner Images on sccLearn

Description:

The rotating banner on the sccLearn homepage offers a space to provide information to learners as they enter and utilize sccLearn. The banner should relate to the professional development and well-being opportunities that support SCC organizational health and that of SCC employees. The images can be configured by priority order and can be limited to be viewed only by audiences such as a specific agency, job code, budget unit or cost center.

The banner is clickable to redirect the learner to one of three options

- An sccLearn activity (course, book, etc.)
- A website outside of sccLearn
- A key word search for activities within sccLearn

Requests for posting a banner need to come from a county employee, preferably someone who has gone through the sccLearn administrator training.

Process for adding image to the rotating Banner:

1. Create the banner image using the software of your choice and publish it according to the technical requirements below. The sccLearn technical team cannot support the creation of the banners however, attached you will find a banner template with the correct size in PowerPoint.
2. Send the image and the information needed (see below) to ISD-ECMSCCLearn@isd.sccgov.org and cc the LED team at LED@ceo.sccgov.org
3. A member of the sccLearn technical team will reach out with any questions.
4. If all information is provided and correct, the image will be uploaded and visible within 72 hours or on the future date specified.

Guidelines:

- A banner can remain up for no more than 3 months. You can specify a date to stop the banner display within the 3 month window
- An agency can only have up to 3 banners, this will be on first-come first-served basis. We suggest coordinating through your agency's training unit.


Technical Requirements:

- Image Size: 864 px (wide) x 576 px (high) and 75 pixels per inch (PPI) or higher
- File Type: PNG or JPG
- A [PowerPoint template](#) is available that you can use to design your banner and then save as an image.

Information Needed (provide this in an email with the image to the sccLearn technical team):

- Image Name (include the department and keyword, i.e. "LED Homepage Video")
- Description (what is the banner announcing/marketing?)
- Start Date (allow for at least 72 hours)
- Expiration Date (the date on which the image will no longer be visible, 3 months or less)
- Redirection URL (see following page for options)
- Target Audience (SCC, agency, job code, budget unit or cost center)
- Activity code * for Activity banner
- Optional- Custom background image – dark image * for activity banner

Banner Redirection Options:

1. Link to an activity (class) within sccLearn
 - a. From Search in sccLearn click the Share Activity icon  to copy the link to the activity, or
 - b. Copy the "URL to access the activity in Learner mode" from the Learning Activity Properties page.
2. Link to a website outside sccLearn
3. Custom Key word search within sccLearn

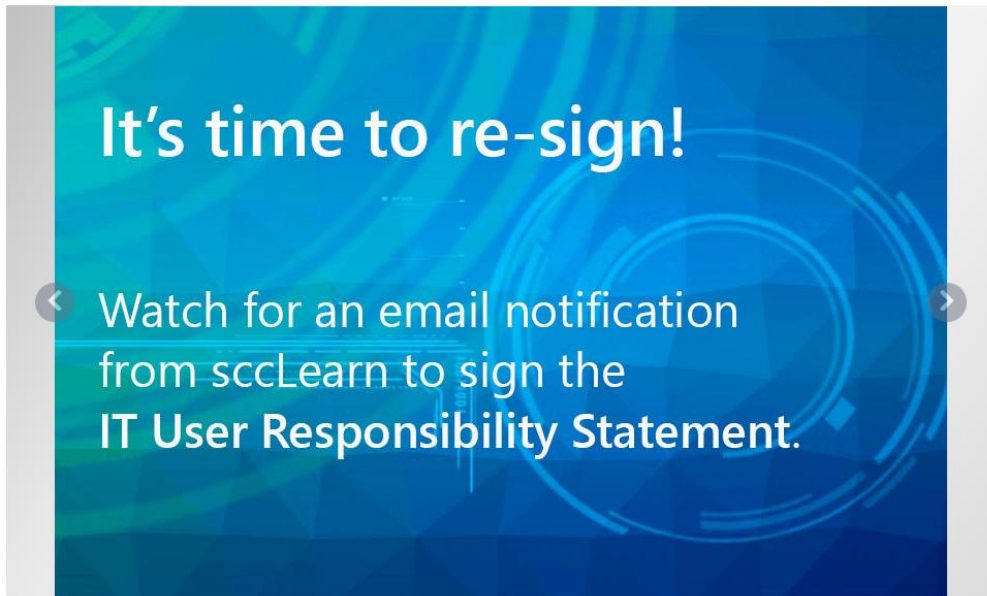
Custom key word search process instructions:

1. Define a keyword to use for all activities to be shown when clicking on the banner. This keyword should be unique to this campaign. Sample naming convention: Dept+Campaign Name+Month+Year (i.e. LEDWorkingRemotelyAug2021)
2. Enter this keyword in the keyword section on all activities that you would like to appear in the custom search.

Keywords to search for this activity (separated by space):

3. Provide the keyword along with the other banner information.

Example custom image banner:



Example activity banner: This banner is automatically generated by the LMS once you provide an activity code.

