

Online Content Submission Checklist

Course Name

Course ID

Offering ID

Course Owner/Point-of-Contact

Date of Form Submission (MMDD/YYYY)

Purpose

The purpose of this document is to 1) provide a content review checklist and 2) to create a Memorandum of Understanding (MOU), setting forth the terms and understanding between the HR Systems, Analytics, and Information Division (HR SAID) Learning Management System (LMS) team, and an NIH resource, identified as the NIH Course Owner/Point-of-Contact (NIH POC) who wishes to deploy/house any internally or externally developed content into the HHS Learning Management System (LMS).

This MOU allows the undersigned (aka NIH POC or designee) to import the content into the LMS Production environment once authorization has been provided by the LMS Team.

NIH POC / Course Owner Responsibilities

1. Use the Attaching Online Course Content Training Manual (<https://hr.nih.gov/sites/default/files/public/documents/hr-systems/lms/pdf/attaching-online-course-content-training-manual-final.pdf>) to create a Course, an Offering, and upload a SCORM package (SCORM 1.2 only) to the Staging environment.

2. Conduct a thorough review of the content, including course navigation, spelling, grammar, URL links, knowledge checks, tests, bookmarking functions all work. This includes verifying that the content marks complete once the completion criteria are met.

3. Review the content in all browsers and operating systems in which the content might be accessed within their organization. These may include:

- Operating Systems: Windows 10 Enterprise; MacOS El Capitan (version 10.11)
- Internet Browsers: Windows Edge, Chrome; MacOS - Safari, Chrome

NOTE: If not available within your IC, alternate browsers and operating systems can be tested in the Accessibility Testing Labs on the NIH campus (Building 12A, Room B47) or the Fernwood building (3NE-26A/B). Please visit the NIH Accessibility Testing Labs website at <https://ocio.nih.gov/ITGovPolicy/NIH508/Pages/NATLab.aspx> for information and instructions regarding the use of the NIH.

4. Fix or mitigate issues that arise from items 1 thru 3 prior to submitting content. Contact your authoring tool support to resolve content related issues.

5. Complete, sign, and submit this MOU/checklist to the LMS Team via WITS request: https://nihohrweb.nih.gov:1010/WITS_IntraHR/index.aspx. Also please include, at a minimum:

- screenshot showing the course offering marks "Successful" with Microsoft Edge.
- screenshot showing the course offering marks "Successful" with Google Chrome.
- any other screenshots as needed to prove the course is working as expected
- answer keys for any test, quiz, or knowledge check

6. Include if applicable, any known issues accepted

NIH Learning Management System Technical Team Responsibilities

In return, as a quality check, the LMS Team agrees to complete the following:

1. Review the content review documentation provided in the WITS ticket. Verify that the necessary proof has been provided that the content is working as expected.
2. Provide formal acknowledgment to load the content into Production environment and create a course and offering.
3. Provide Staging environment access to external vendor if needed to access the LMS environment for troubleshooting content issues. A WITS ticket is needed to initiate this process.

In signing this Memorandum of Understanding, all parties agree to uphold the above guidelines for completing this content review.

LMS Team POC: Thomas M. Holscher

X _____

NIH POC:

X _____

IMPORTANT: When you save a form with a signature or initials, you will no longer be able to edit the existing form fields. Please add your signature to the form as the last step before submitting to the LMS Team.

All of the items on this page are mandatory. Please select Passed, Failed, or N/A for each item. Incomplete checklists will be sent back to the Course Owner/Point-of-Contact to be completed and may delay the LMS Team review.

All links to external content (websites, documents or files, and/or multimedia content) function correctly.

Edge	Chrome Windows	Firefox Windows	Safari	Chrome macOS	Firefox macOS	Other (Specify)	Other (Specify)
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All links to internal content (documents, files, and/or multimedia content) function correctly.

Edge	Chrome Windows	Firefox Windows	Safari	Chrome macOS	Firefox macOS	Other (Specify)	Other (Specify)
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If applicable, tests, quizzes, and/or knowledge checks function correctly.

Edge	Chrome Windows	Firefox Windows	Safari	Chrome macOS	Firefox macOS	Other (Specify)	Other (Specify)
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If applicable, interactive elements (drop-and-drag, re-order, and/or embedded multimedia content) function correctly.

Edge	Chrome Windows	Firefox Windows	Safari	Chrome macOS	Firefox macOS	Other (Specify)	Other (Specify)
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All navigation buttons/icons (back, forward, home, mute, help, etc.) function correctly.

Edge	Chrome Windows	Firefox Windows	Safari	Chrome macOS	Firefox macOS	Other (Specify)	Other (Specify)
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If applicable, bookmarking functions properly (exit the content and verify that relaunching resumes the initial progress). The content marks as complete once the completion mode is met.

Edge	Chrome Windows	Firefox Windows	Safari	Chrome macOS	Firefox macOS	Other (Specify)	Other (Specify)
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The content has been reviewed by the Section 508 Coordinator/group for my IC (a list of IC-specific Section 508 Coordinators can be found at <https://ocio.nih.gov/ITGovPolicy/NIH508/Pages/Section508Coordinators.aspx>).

Notes regarding the content (if applicable)