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| **Course Developers Checklist** | |
|  | Course needs to have an exit/summary page |
|  | Completion should be based on quiz score or number of slides completed  Reporting Tracking options:   * Completed/Incomplete: Used when completion is based on slide views * Passed/Incomplete: Used for scored content when users should be left in progress if they do not achieve minimum passing score. Note, some authoring tools require a results slide be visible to the learner in order to report completion back to the LMS. * Do NOT use completed/failed |
|  | Calculate total time to complete |
|  | Text is provided for narration using notes/script or caption settings depending on authoring tool used. Courses should be accessible (i.e., compatible with screen readers, provide closed captioning or script for any audio used, etc. see: <https://training.ucr.edu/accessibility-guidelines>) |
|  | Module has description |
|  | Test key is created for all questions (to allow testers to review more quickly) |
|  | Provide learner controls so learner can pause, go back, or go forward as desired |
|  | Ensure permissions have been given for all images and graphics used and there are no copyright symbols on the graphics |
|  | Course should be previewed in full to make sure all navigation and scoring works before publishing |
|  | General Tips:   * Do not use special characters in course title (strictly use letters, numbers, hyphen, or underscore) * Always publish to a local machine and not a shared or network drive * Publishing Standards to use: SCORM, AICC, or xAPI * Publishing Format to use: HTML5 (no Flash) * Do not use mobile player from course authoring software * If your course will be available for mobile, use the responsive design features of your authoring tool if available and minimize interactive elements which can overwhelm the SumTotal app. * Double check all hyperlinks |

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| **LMS Administrators Checklist** | |
|  | Table of contents used to lay out contents (if present) works |
|  | Main navigation works |
|  | All hyperlinks work |
|  | Narration is clear and concise |
|  | Audio quality is not fuzzy or scrambled |
|  | Audio is synced to content |
|  | Audio can be paused and muted |
|  | All links and buttons have been tested |
|  | Accessibility features have been tested |
|  | All videos have been viewed in entirety |
|  | Identify what happens if browser is closed without using exit button |
|  | Bookmarking works as expected |
|  | If test is scored, scoring is accurate if pass/fail |
|  | Course shows as passed or if appropriate number of slides is completed |
|  | Courses tested in multiple browsers |

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| **Administrator Notes** |
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