

E-Learning Module Development Checklist

AUTHORING SOFTWARE

Articulate Storyline 360 is the PC based authoring software utilized for UNMC e-module development.

- The Articulate Storyline 360 free 30-day downloadable trial for PC is available and best serves developers when prepared to do the bulk of development. [articulate.com/360](https://www.articulate.com/360)
 - Articulate 360 software is compatible with older versions of Storyline; however, older versions cannot edit or open Storyline 360 files.
 - Articulate Review 360 can be used for testing, peer review, or feedback.
- A variety of other software tools may be used to create engaging and interactive multimedia to import into Articulate Storyline. Email ellearnlab@unmc.com for additional resources.

BRANDING

The University of Nebraska Medical Center brand is our identity. Adherence to the UNMC branding guidelines is required. For more information, see brandwise.unmc.edu

- UNMC E-Learning provides approved branded templates for e-module development in Articulate Storyline 360.
- Video and still photographs shall feature individuals wearing a UNMC campus icon pin. If shown in a lab coat, the lab coat should have either the UNMC campus icon or the UNMC logo.
- When working with another organization, determine co-branding requirements.

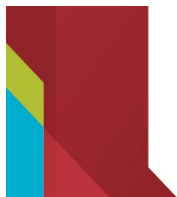
CREDITS

Identify key contributors and sources of content or information on the title or credits slides:

- Include funding statement and conflict of interests if applicable.
- Include the authors on title slide.
- Include a closing credits slide with authors, advisors, and/or development team followed by the final branding slide.
- All images and source materials shall be cited or referenced appropriately.
 - For citation guidance see owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/reference_list_electronic_sources.html
 - For image resources see unmc.edu/elearning/resources/images-music.html

MODULE INSTRUCTIONS

- Provide the estimated time for completion on the title page (i.e. “Estimated time to complete: xx min”). Best practices and research supports 15 minutes or less per module/unit.
- Provide specific and consistent learner navigation instructions (e.g. “Select the correct image and select submit.”)



CONTENT DELIVERY

- ❑ Incorporate a “hook” to engage learners with compelling introduction. (Gripping story, shocking statistic, image, humor, dramatization, etc.).
- ❑ Use clear and measurable learning objectives with appropriate verbs. Content, interactive activities and imbedded quizzes should tie directly to a learning objective.
[unmc.edu/facdev/ documents/teaching-docs/bloom-taxonomy.pdf](http://unmc.edu/facdev/documents/teaching-docs/bloom-taxonomy.pdf)
- ❑ Utilize creative and innovative ways to engage students in the learning process through interactive content, strategic cognitive questioning, or other activities to promote retention and recall of information.
- ❑ Include a graded, objective-based summative assessment with 10 standard one point questions at the end of each module. Standard question formats include true/false, multiple choice, multiple response, and numeric slides.
- ❑ Supplemental resources may be included as a screen readable PDF or links to permanent sites.

ACCESSIBILITY & INSTRUCTIONAL DESIGN

Universal design is required, which includes audio, video, and closed captions that provide all individuals equal opportunities to learn.

- ❑ All audio and video content shall have a transcript and closed captioning.
- ❑ All pictures, charts, and graphs that contain information shall have alternate text or a text description conveying the same information.
- ❑ The content contains actual text, not scanned or copied images of text.
- ❑ Text formatting (shape, color, and styling) is not the only method used to convey information. (Example: A the graph line is colored red and also use dashes — e.g., “The red dashed line shows data from this year.”)
- ❑ Links and documents use descriptive text. (Example: Instead of “click here,” use the name of the resource you are linking to - e.g., “visit Google.”)
- ❑ Ensure sufficient color contrast between text or icons and the background.
- ❑ See this style guide for additional information:
<https://www.w3.org/WAI/standards-guidelines/wcag/glance/>

E-MODULE FINAL SUBMISSION

Upon completion, module-authoring files shall be submitted to UNMC E-Learning and evaluated using the E-Learning Scorecard.

E-LEARNING RESOURCES

Visit the UNMC E-Learning website for more information (unmc.edu/elearning) including:

- ❑ UNMC E-Gallery for inspiration unmc.edu/egallery
- ❑ Toolkit unmc.edu/elearning/resources/index.html
- ❑ E-Learning Scorecard digitalcommons.unmc.edu/elearning_tools/1/