

# **The Defense Health Agency Learning Management System**

## **eLearning Content Development Job Aid**

**May 2024**

**Version 1.1**



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## Document History

## Development Checklist

Development Checklist	
Receive <a href="#"><u>course assignment</u></a> from PM	<input type="checkbox"/>
Set up <a href="#"><u>Asana subtasks</u></a>	<input type="checkbox"/>
Verify storyboard version with ISD	<input type="checkbox"/>
Confirm signed Storyboard Approval Checklist	<input type="checkbox"/>
Set up <a href="#"><u>SharePoint folders</u></a>	<input type="checkbox"/>
Initial development	<input type="checkbox"/>
Load course to Nemesis	<input type="checkbox"/>
Notify PM the course is ready for <a href="#"><u>Alpha Testing</u></a>	<input type="checkbox"/>
Receive Alpha Testing results	<input type="checkbox"/>
Update course based on Alpha Testing	<input type="checkbox"/>
Load revised version to Nemesis	<input type="checkbox"/>
Notify the SME/OPR the course is ready for <a href="#"><u>Beta Testing</u></a>	<input type="checkbox"/>
*2 weeks—no response* <a href="#"><u>Follow up</u></a> with SME/OPR for Beta results	<input type="checkbox"/>
Receive Beta Testing results	<input type="checkbox"/>
Update course based on Beta Testing	<input type="checkbox"/>
Withdraw any remaining learners from the active section	<input type="checkbox"/>
Load revised version to Nemesis	<input type="checkbox"/>
Notify the SME/OPR the course is ready for <a href="#"><u>2<sup>nd</sup> Review</u></a>	<input type="checkbox"/>
*1 week—no response* <a href="#"><u>Follow up</u></a> with SME/OPR for review results	<input type="checkbox"/>
Receive 2 <sup>nd</sup> Review results	<input type="checkbox"/>
Update course based on 2 <sup>nd</sup> Review	<input type="checkbox"/>

## Development Checklist

Withdraw any remaining leaners from the active section	<input type="checkbox"/>
Load revised course to Nemesis	<input type="checkbox"/>
Notify the SME/OPR the course is ready for <a href="#"><b>Final Review</b></a>	<input type="checkbox"/>
*1 week—no response* <a href="#"><b>Follow up</b></a> with SME/OPR for review results	<input type="checkbox"/>
Receive Final Review results	<input type="checkbox"/>
*Request <a href="#"><b>EXSUM</b></a> from SME/OPR	<input type="checkbox"/>
Update course based on Final Review	<input type="checkbox"/>
Withdraw any remaining leaners from the active section	<input type="checkbox"/>
Notify ISD that the course is ready for the <a href="#"><b>transcript</b></a>	<input type="checkbox"/>
Receive transcript from ISD	<input type="checkbox"/>
Ensure Storyline player triggers match media attachments	<input type="checkbox"/>
Load revised course to Nemesis	<input type="checkbox"/>
Load all <a href="#"><b>media files</b></a> in Course Builder	<input type="checkbox"/>
Review course in Nemesis, achieve course completion	<input type="checkbox"/>
Notify PM the course is ready for <a href="#"><b>publication</b></a>	<input type="checkbox"/>
Export <a href="#"><b>Storyline media files</b></a>	<input type="checkbox"/>
Load all files to <a href="#"><b>SharePoint</b></a>	<input type="checkbox"/>
Load all necessary files to <a href="#"><b>MTFD e-Learn Dev Team Shared Drive</b></a>	<input type="checkbox"/>

## Course Assignment

Courses will be assigned via email. Once the Storyboard Approval Checklist is received by the PM, Developers will be introduced to the SME/OPR and begin to be cc'd for awareness on email communications.

## Asana Subtasks

Use the eLearning Course Timeline to set subtask deadlines in Asana.



## SharePoint Folders

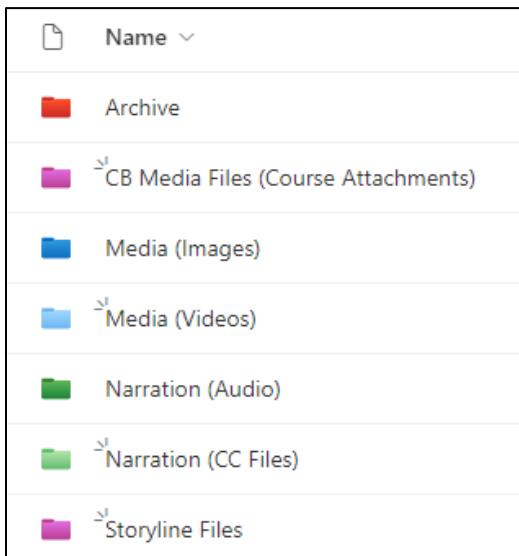


Figure 1: SharePoint Folder Structure

- **Archive:** all previous versions of course documents
- **CB Media Files (Course Attachments):** all documents uploaded to Course Builder media—help, transcript, resources, etc.
- **Media (Images):** all images used in the course
- **Media (Videos):** all videos used in the course
- **Narration (Audio):** all narration clips downloaded from WellSaid
- **Narration (CC Files):** all closed caption files (.vtt or .srt)
- **Storyline Files:** all current Storyline files
- **\*CEPO Docs:** Accreditation statement and how to obtain CE slide

SCORM package, storyboard, and Storyboard Approval Checklist will be loaded in the main course folder, not within any of the subfolders.

## Alpha Testing

Send email to PM to request another team member be assigned alpha testing—email should include Nemesis course link and a blank copy of the testing workbook.



PM will assign alpha testing and provide deadline. Alpha tester will return results to the Developer, and cc the PM.

## Beta Testing

Notify the SME/OPR the course is ready for Beta Testing using the email content below. Be sure to attach the testing results workbook to the email, add the Nemesis link, and cc the PM.

---

Good morning/afternoon,

Initial development of DHA-USXXXX [Course Title] is complete and the course is ready for beta testing. Use the Nemesis link below to review the course and record your feedback in the attached workbook. To maintain the development timeline, please return your results within two weeks (by XX/XX).

*\*\*Reminder – Beta testing aims to assess course functionality and validate adherence to the storyboard. Any requested content changes during beta testing could potentially extend the development schedule.*

Nemesis link:

Please let me know if you have any questions.

Thank you,

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## Nemesis Enrollment/Withdrawal

SMEs that experience issues navigating the course link and enrolling in the course may need to be manually enrolled by the Developer. Use the Training Management tab in Nemesis to add SMEs to the active section.

Once beta results are received, use the Training Management tab to withdraw any remaining learners from the active section. This step must be taken prior to publishing the updated course to ensure that learners enroll in the new version and do not remain enrolled in the previous section.

## Follow Up – Beta Testing

If Beta Testing results are not received within two weeks, send a reminder email to the SME/OPR. Forward the original Beta Testing email, adding the content below—cc the PM.

---

Good morning/afternoon,

Just checking in—have you had a chance to review DHA-USXXXX? Please let me know if you are having difficulties navigating Nemesis and/or accessing the course and I will be happy to assist you.

Thank you,

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If beta results are not received within 3 weeks of sending to the SME/OPR, or you are having difficulty getting a response from the SME/OPR, notify the PM.

## 2<sup>nd</sup> Review

Notify the SME/OPR the course is ready for 2<sup>nd</sup> review using the email content below. Be sure to attach the testing results workbook to the email, add the Nemesis link, and cc the PM.

---

Good morning/afternoon,

Updates have been implemented for DHA-USXXXX [Course Title] and the course is ready for your second review. Use the Nemesis link below to review the course and record your feedback in the attached workbook. To ensure adherence to the development timeline, please return your results within one week (by XX/XX).

*\*\*Note – If you did not achieve a completion on the previous version of the course, you need to withdraw and re-enroll. Otherwise, you will be unable to view the updated course. Instructions for withdrawing and re-enrolling are included in the attached testing workbook.*

Nemesis link:

Please let me know if you have any questions.

Thank you,

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## Follow Up – 2<sup>nd</sup> Review

If 2<sup>nd</sup> Review results are not received within one week, send a reminder email to the SME/OPR. Forward the original 2<sup>nd</sup> Review email, adding the content below—cc the PM.

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Good morning/afternoon,

Just checking in—have you had a chance to review DHA-USXXXX? Please let me know if you are having difficulties navigating Nemesis and/or accessing the course and I will be happy to assist you.

Thank you,

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If 2<sup>nd</sup> review results are not received within 2 weeks of sending to the SME/OPR, or you are having difficulty getting a response from the SME/OPR, notify the PM.

## Final Review

Notify the SME/OPR the course is ready for final review using the email content below. Be sure to attach the testing results workbook to the email, add the Nemesis link, and cc the PM

---

Good morning/afternoon,

Updates have been implemented for DHA-USXXXX [Course Title] and the course is ready for your final review. Use the Nemesis link below to review the course and record your feedback in the attached workbook. To ensure adherence to the development timeline, please return your results within one week (by XX/XX).

*\*\*Note – If you did not achieve a completion on the previous version of the course, you need to withdraw and re-enroll. Otherwise, you will be unable to view the updated course. Instructions for withdrawing and re-enrolling are included in the attached testing workbook.*

Nemesis link:

Please let me know if you have any questions.

Thank you,

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## Follow Up – Final Review

If Final Review results are not received within one week, send a reminder email to the SME/OPR. Forward the original Final Review email, adding the content below—cc the PM.

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Good morning/afternoon,

Just checking in—have you had a chance to review DHA-USXXXX? Please let me know if you are having difficulties navigating Nemesis and/or accessing the course and I will be happy to assist you.

Thank you,

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If Final Review results are not received within 2 weeks of sending to the SME/OPR, or you are having difficulty getting a response from the SME/OPR, notify the PM.

## EXSUM

Check MTFD\_e-Learn\_Dev\_Team shared drive for EXSUM; if file is not on the shared drive, check with the PM. If EXSUM has not been received, send request to the SME/OPR with the EXSUM template using the email content below.

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Good morning/afternoon,

An EXSUM document is required for all courses published on JKO. Please fill out the attached EXSUM form and return to me—once received, the course will be submitted to JKO for publication. Please let me know if you have questions about any of the information requested in the form.

Thank you,

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[SharePoint Link for EXSUM Template](#)

## Transcript

- When requesting the course transcript, notify the ISD of any narration changes that may have occurred during development.
- To ensure accurate slide numbering in the transcript document, provide the ISD with a Review 360 link to the course content.
- Confirm with the ISD that the pdf version of the transcript has been remediated for 508.

## Course Builder Media Files

- Load all course attachments in Course Builder: help, transcript, resources, CEPO, etc.
- Ensure document names match the naming conventions used in the Storyline triggers.

## Publication

Notify PM when course is ready for publication (must have at least one completion in Nemesis)—email needs to include EXSUM, Nemesis link, Nemesis ID#, and current version number.

## Storyline Media Files

Using the Storyline Media Library, export all images, audio, CCs, and video. Images, audio, and video can be exported in bulk, caption files must be individually exported.

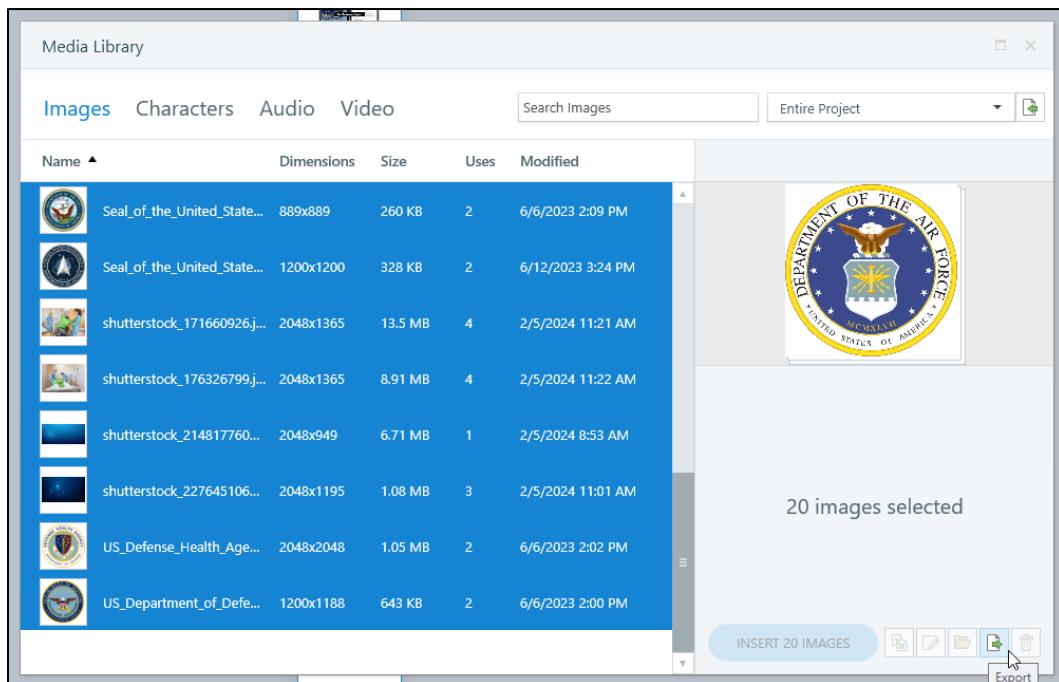


Figure 2: Bulk Export Media in Storyline

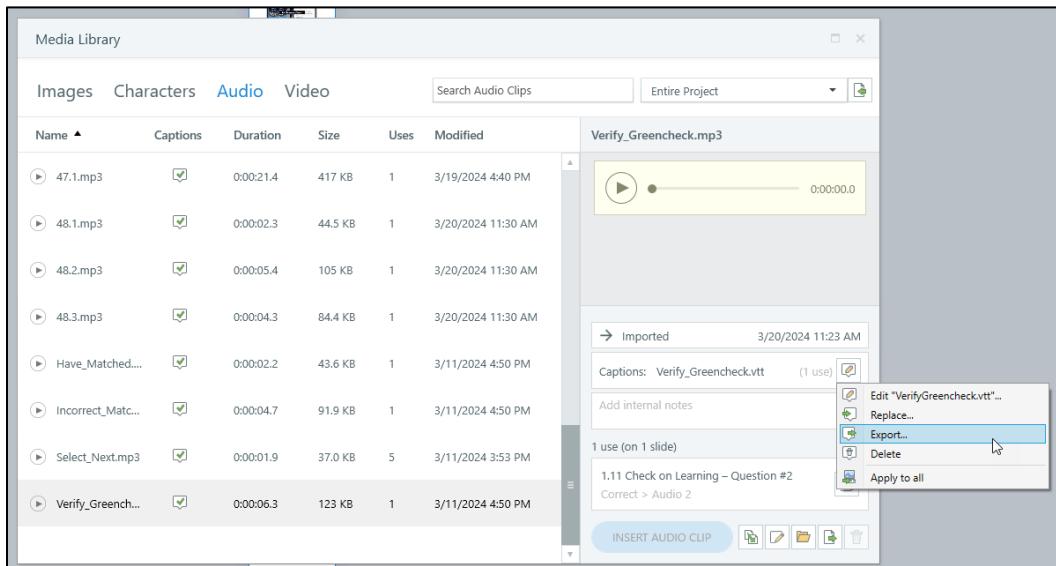


Figure 3: Export Captions in Storyline

## Media Files on SharePoint

After exporting from Storyline, upload all media files to their respective folders on SharePoint.

### MTFD\_e-Learn\_Dev\_Team Shared Drive

- For Developers with GFE: load Storyline files, final storyboard, signed Storyboard Approval Checklist, CEPO documents, and final SCORM package(s) to the appropriate course folder on the MTFD\_e-Learn\_Dev\_Team shared drive.
- Use SharePoint to make the transfer. On your GFE, log into SharePoint, download the files to the shared drive.
- For Developers without GFE: notify PM once all course files have been uploaded to SharePoint, the PM will be responsible for ensuring the files are copied to the shared drive.