

The Defense Health Agency Learning Management System

eLearning Content Design and Development Standards and Best Practices

October 2023



Document Review and Approval

APPROVED BY:

XXXX
DHA LMS Manager

Date

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Introduction

Purpose

The purpose of this DHA eLearning development style guide is to establish a baseline format for all web-based training courses. The intent is to deliver courses that have a standardized look and feel, with the goal of eliminating inconsistent training outcomes across the catalog of courses. This style guide outlines how and when to use different styles, eases the process of developing new eLearning courses, and will ultimately reduce the associated development time. Developing courses in accordance with this guide will ensure 508 compliance and consistency for the learner.

Revisions

Revisions and additions to the guidelines will occur based on new requirements and guidance, practical experience, stakeholder input, development tool changes, and LMS modifications. Please send comments and suggestions for revising this document to the DHA LMS Management Team at: dha.ncr.acad-review.mbx.dha-e-t-lms@health.mil.

Player Settings

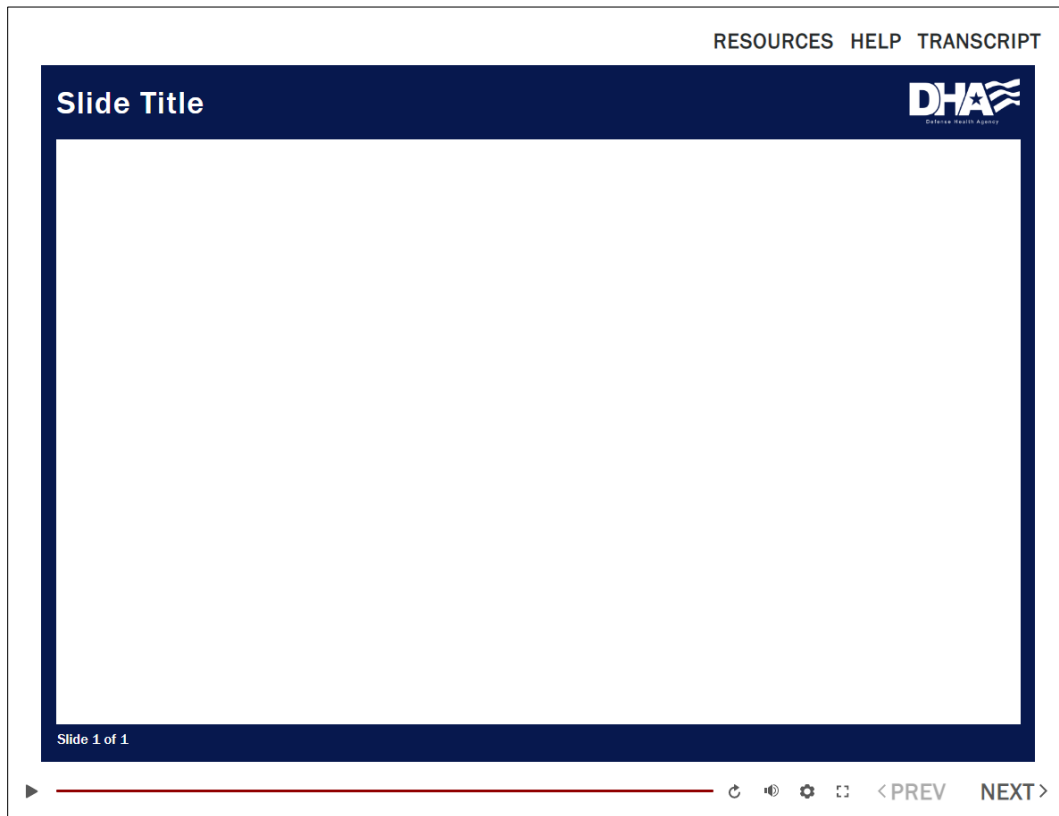


Figure 1: Screenshot of Player

Layout – Features

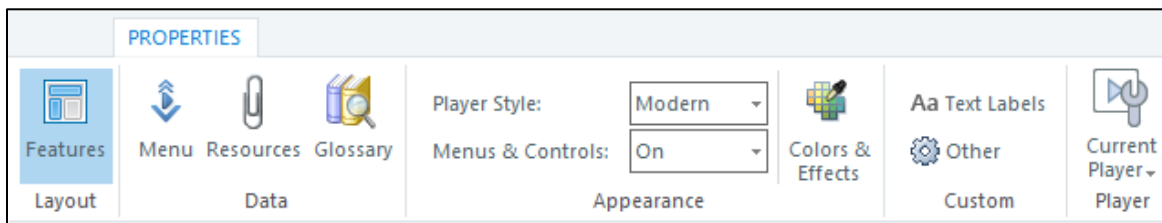


Figure 2: Player Properties Ribbon – Features

Player Tabs

Sidebar: None

Topbar: All custom tabs



Figure 3: Screenshot of Player Custom Tabs

- Resources (this is not the built-in Resources tab)

- For on-slide Resources:
 - *Action:* Lightbox
 - *Slide:* X.X Resources
- For attached Resources documents:
 - *Action:* Open URL
 - *URL:* ../../../../media/resources.pdf
- Help
 - *Action:* Open URL
 - *URL:* ../../../../media/help.pdf
- Transcript
 - *Action:* Open URL
 - *URL:* ../../../../media/transcript.pdf

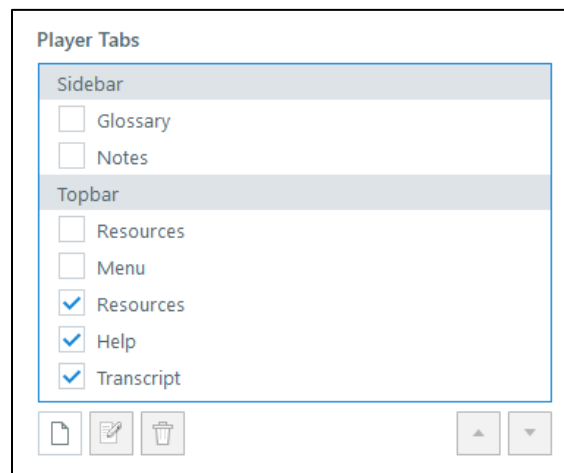


Figure 4: Player Tabs Selection Window

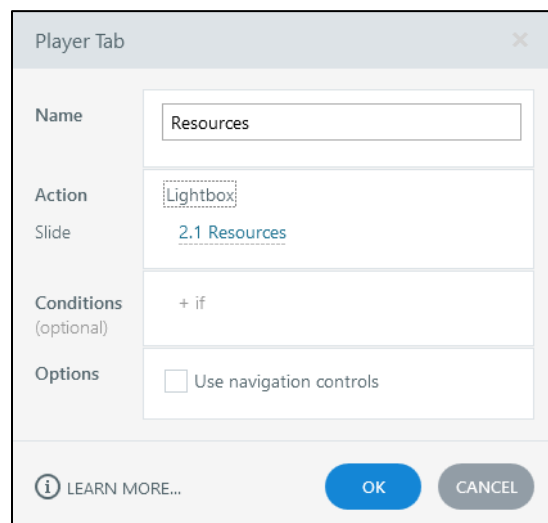
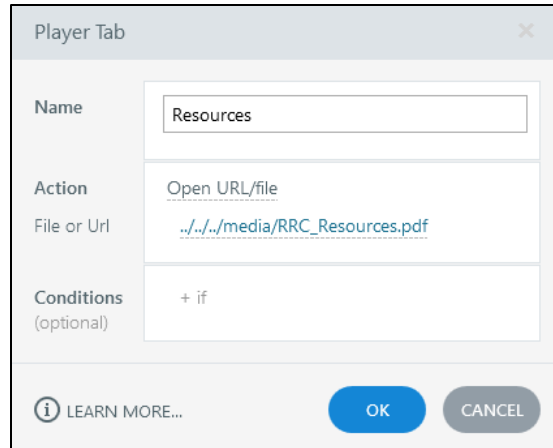
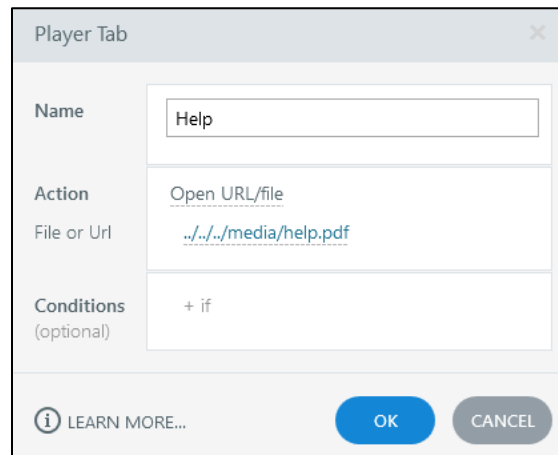


Figure 5: Player Tab Trigger Window – Resources (Lightbox)



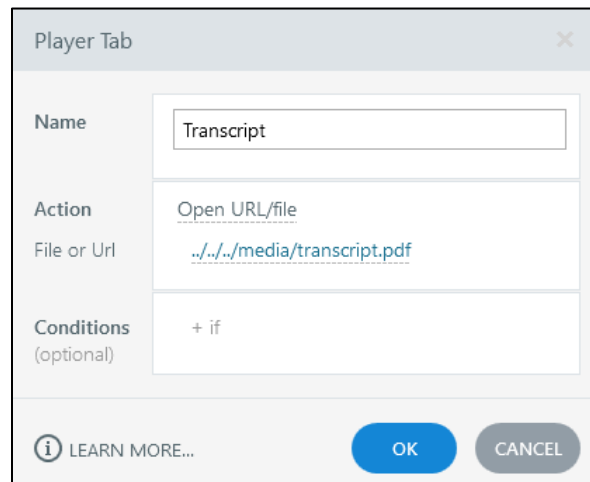
The screenshot shows a 'Player Tab' window with a close button (X) in the top right corner. The window contains three main sections: 'Name', 'Action', and 'Conditions (optional)'. The 'Name' field is a text box containing the word 'Resources'. The 'Action' section is labeled 'Open URL/file' and contains a text box with the file path '..../media/RRC_Resources.pdf'. The 'Conditions' section contains a text box with '+ if'. At the bottom of the window, there is an information icon (i) followed by the text 'LEARN MORE...', and two buttons: 'OK' (blue) and 'CANCEL' (grey).

Figure 6: Player Tab Trigger Window – Resources (PDF)



The screenshot shows a 'Player Tab' window with a close button (X) in the top right corner. The window contains three main sections: 'Name', 'Action', and 'Conditions (optional)'. The 'Name' field is a text box containing the word 'Help'. The 'Action' section is labeled 'Open URL/file' and contains a text box with the file path '..../media/help.pdf'. The 'Conditions' section contains a text box with '+ if'. At the bottom of the window, there is an information icon (i) followed by the text 'LEARN MORE...', and two buttons: 'OK' (blue) and 'CANCEL' (grey).

Figure 7: Player Tab Trigger Window – Help



The screenshot shows a 'Player Tab' window with a close button (X) in the top right corner. The window contains three main sections: 'Name', 'Action', and 'Conditions (optional)'. The 'Name' field is a text box containing the word 'Transcript'. The 'Action' section is labeled 'Open URL/file' and contains a text box with the file path '..../media/transcript.pdf'. The 'Conditions' section contains a text box with '+ if'. At the bottom of the window, there is an information icon (i) followed by the text 'LEARN MORE...', and two buttons: 'OK' (blue) and 'CANCEL' (grey).

Figure 8: Player Tab Trigger Window – Transcript

Player Features

Title: This field will default to the file name, and even if deselected, assistive technology will “see” the field. Enter the course number and name, and then deselect the checkbox.

Sidebar starts collapsed: Deselect

Logo: Deselect

Cover Photo: Deselect

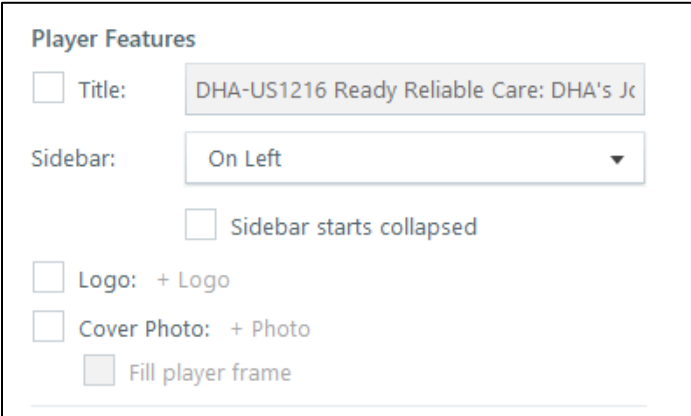
A screenshot of a software window titled "Player Features". The window contains several settings, each with a checkbox and a text field or dropdown menu. The settings are: "Title:" with a checkbox and a text field containing "DHA-US1216 Ready Reliable Care: DHA's Jc"; "Sidebar:" with a checkbox and a dropdown menu showing "On Left"; "Sidebar starts collapsed" with a checkbox; "Logo: + Logo" with a checkbox; "Cover Photo: + Photo" with a checkbox; and "Fill player frame" with a checkbox. The window has a light gray border and a title bar.

Figure 9: Player Features Selection Window

Player Controls

- *Play/Pause:* Select
- *Volume:* Select
- *Captions:* Select
- *Playback Speed:* Deselect
- *Accessibility Controls:* Select
- *Full-screen:* Select
- *Search:* Deselect
- *Seekbar:* Select
 - *Allow user to drag seekbar:* Deselect
 - *Seekbar is read-only:* Deselect
 - *Allow drag after completion:* Select

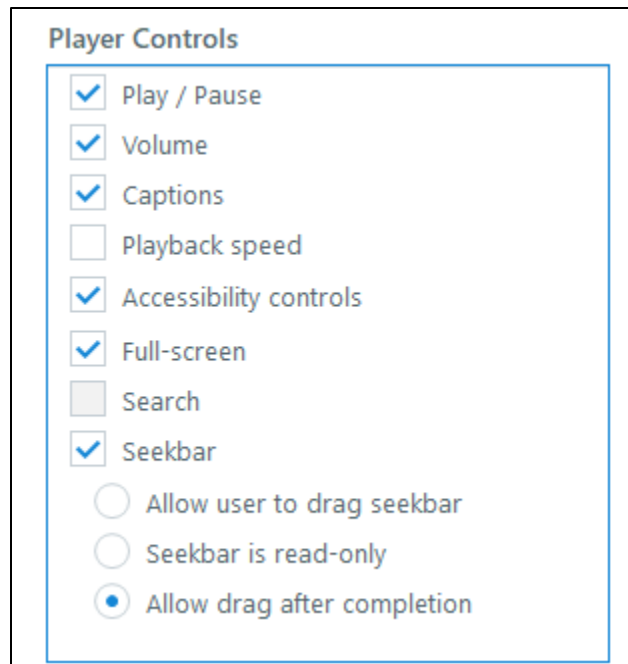


Figure 10: Player Controls Selection Window

Appearance – Colors & Effects

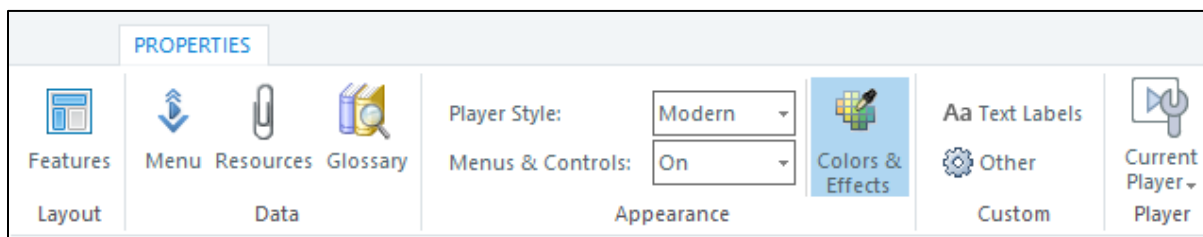


Figure 11: Player Properties Ribbon – Colors & Effects

Player Colors

Dark: Deselect

Light: Selected

Custom: Deselect

Accent Color: #582831

Accessibility Focus Colors: Leave Defaults

Background Color: Not selectable

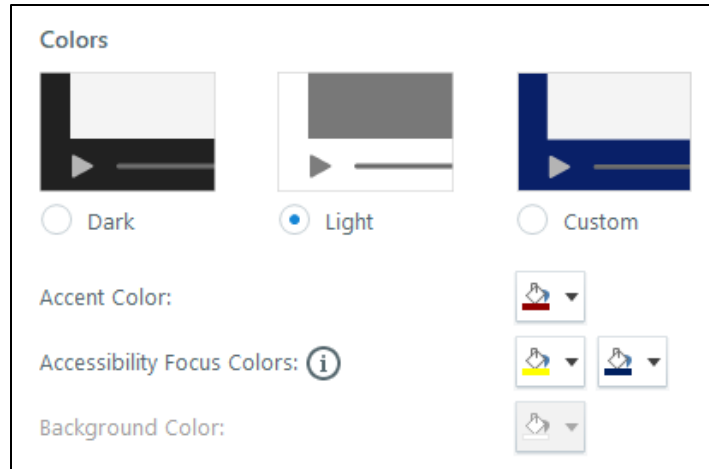


Figure 12: Player Colors Selection Window

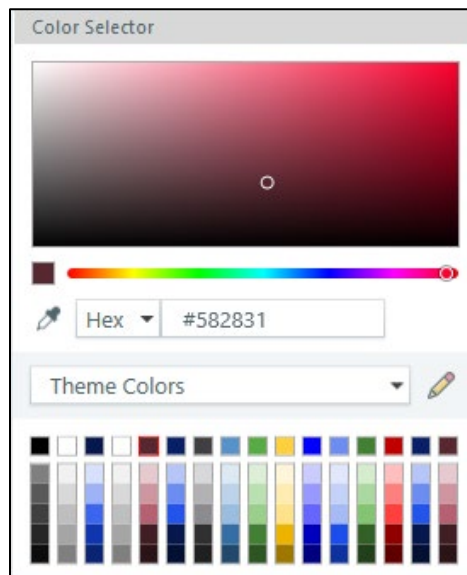


Figure 13: Player Accent Color Selection Palette

Player Font

Player font: Franklin Gothic Bold 200%

Captions font: Lato 150%



Figure 14: Player Font Selection Window

Player Button Styles

Navigation: Icon and text

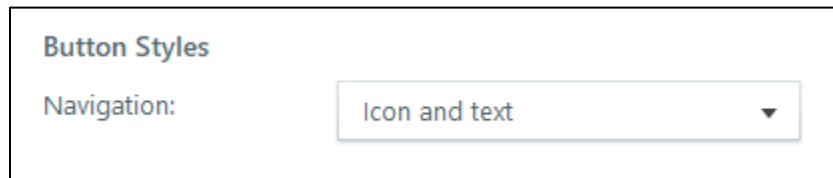


Figure 15: Player Button Styles Selection Window

Slide Design

Slide Size

Preset: Custom

Width: 1000 px

Height: 700 px

Lock aspect ratio (10:7): Select

Scale existing content to fit: Select

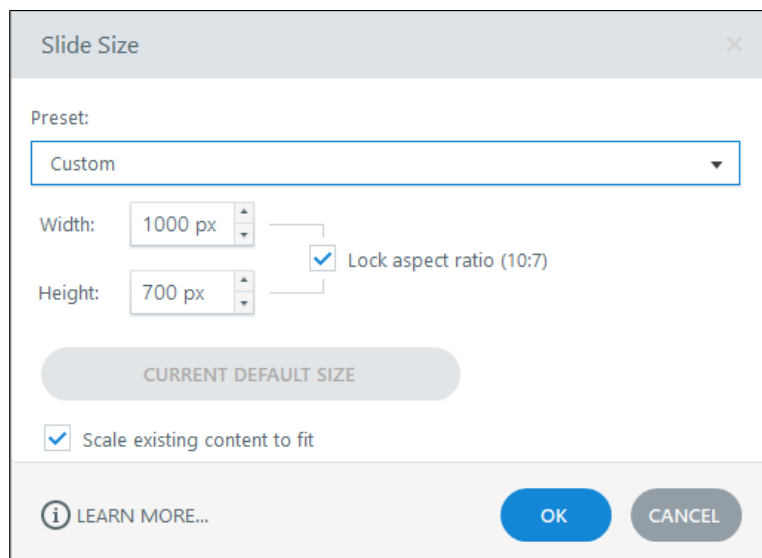


Figure 16: Slide Size Selection Window

Theme Colors

Table 1: DHA Color Palette

Theme Colors	Selection
Text/Background – Light 1	#FFFFFF

Theme Colors	Selection
<i>Text/Background – Dark 1</i>	#000000
<i>Text/Background – Light 2</i>	#FFFFFF
<i>Text/Background – Dark 2</i>	#07184E
<i>Accent 1</i>	#582831
<i>Accent 2</i>	#092068
<i>Accent 3</i>	#414042
<i>Accent 4</i>	#5992CA
<i>Accent 5</i>	#5A8146
<i>Accent 6</i>	#FFD03F
<i>Hyperlink</i>	#0000FF
<i>Control 1</i>	#6D8DF2
<i>Quiz – Correct</i>	#448035
<i>Quiz – Incorrect</i>	#C00000
<i>Custom 1</i>	#092068
<i>Custom 2</i>	#582831

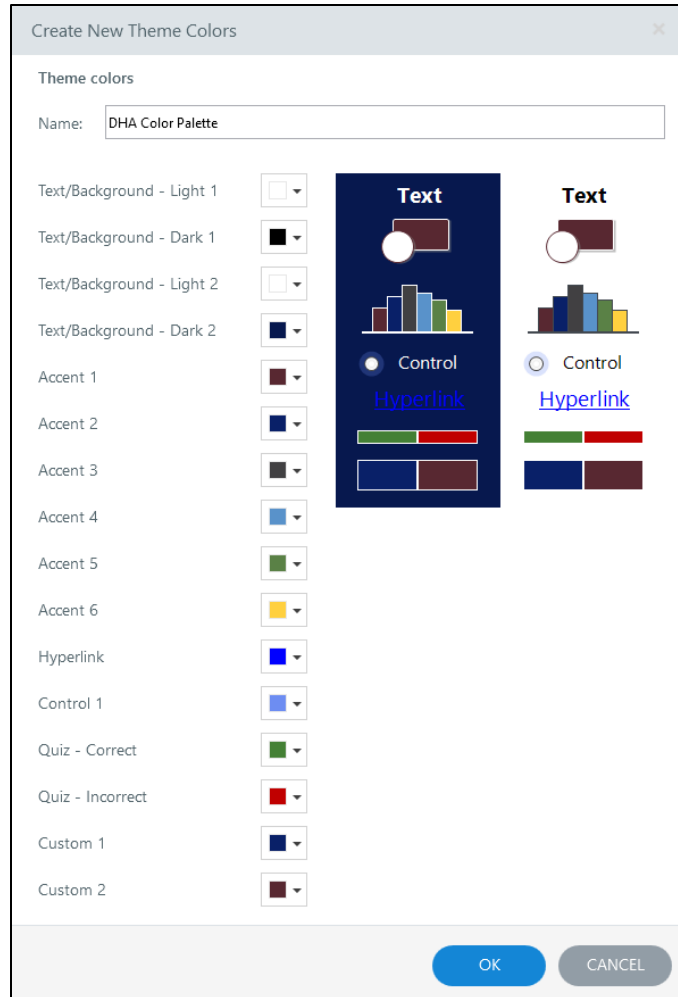


Figure 17: Create New Theme Colors Selection Window

Theme Fonts

Heading font: Franklin Gothic Medium

Body font: Garamond

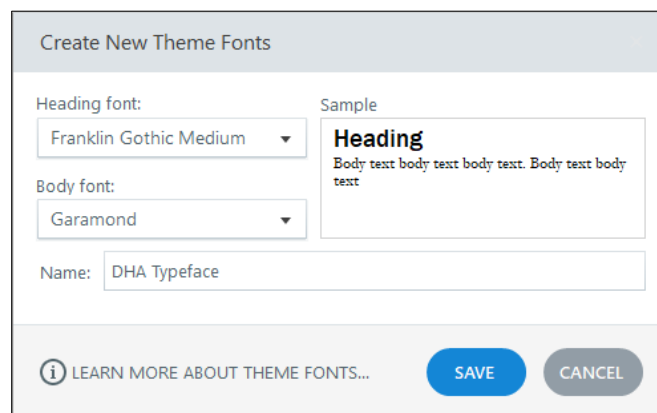


Figure 18: Create New Theme Fonts Selection Window

Slide Master

Master Slide

**The Master Slide should never be modified.*

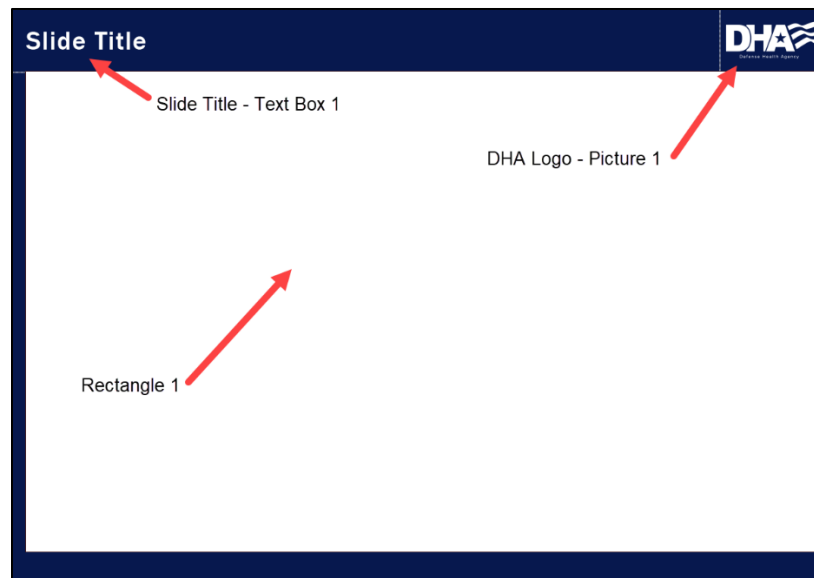


Figure 19: Slide Master Screenshot

		Picture 1		Official_White_DHA_Logo.png	
		Rectangle 1		Rectangle 1	
		Text Box 1		Slide Title	

Figure 20: Slide Master – Objects

Format Background: Solid fill #07184E

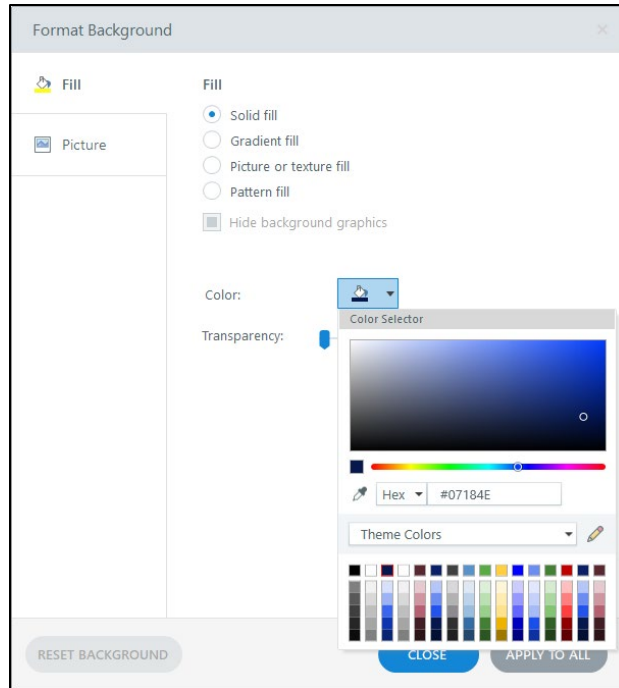


Figure 21: Format Background Selection Window

Master Slide – Objects

Slide Title – Text Box 1

Font:

- Franklin Gothic Medium
- 24 pt
- Expanded by 1 pt
- Heading Level 2
- #FFFFFF

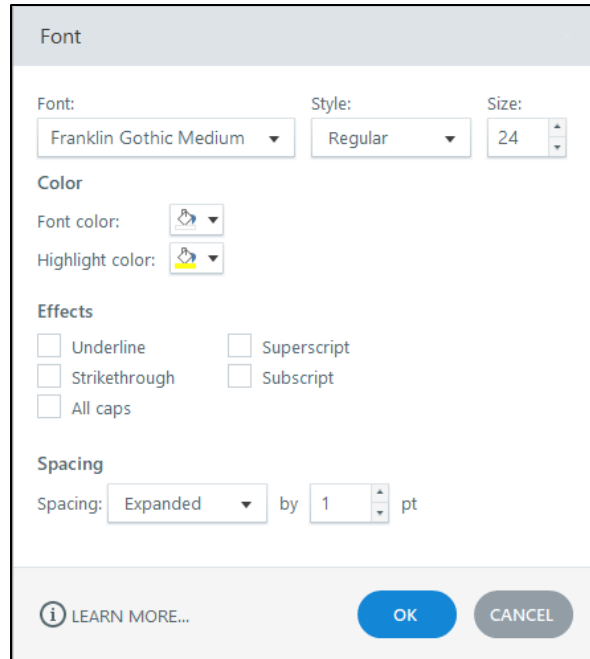


Figure 22: Font Selection Window



Figure 23: Home Ribbon – Font

Size and Position:

- X: 0 px
- Y: 0 px
- Width: 865 px
- Height: 75 px

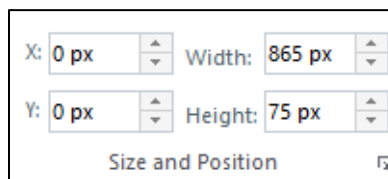


Figure 24: Home Ribbon – Size and Position

Shape Formatting:

- Vertical alignment: Middle
- Text direction: Horizontal
- Left margin: 16 px
- Right margin: 10 px
- Top margin: 5 px

- Bottom margin: 5 px
- Shrink text on overflow: Select

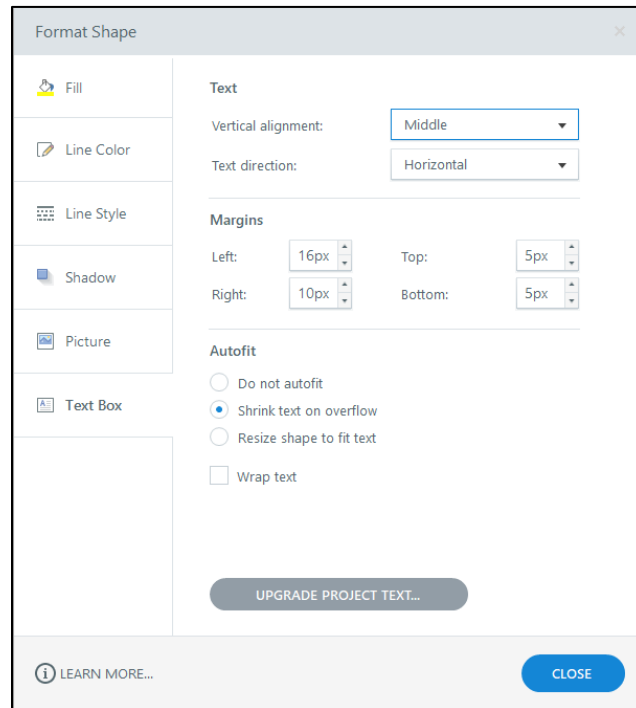


Figure 25: Format Shape Selection Window

Accessibility: Object is visible to accessibility tools: Select

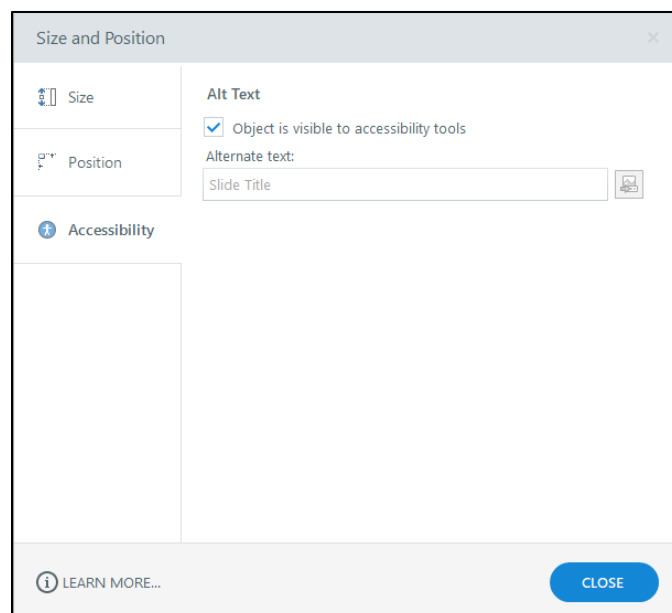


Figure 26: Accessibility Selection Window

Timing: Always show on slide: Select

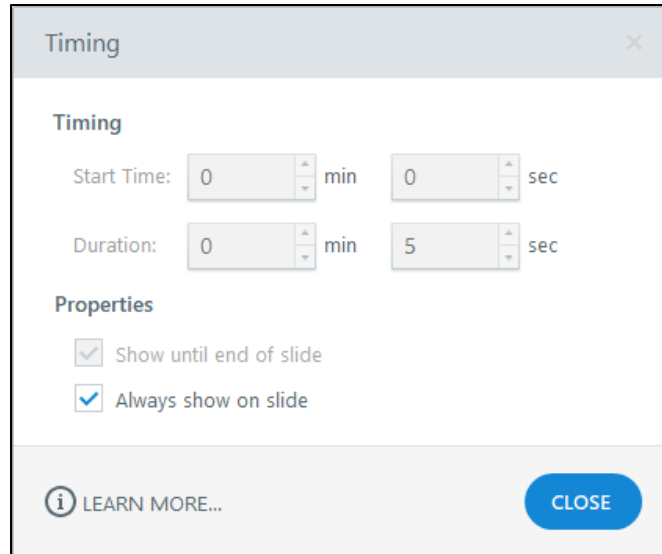
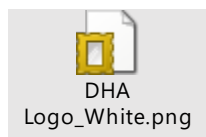


Figure 27: Timing Selection Window

DHA Logo – Picture 1

Size and Position:

- X: 871 px
- Y: 12 px
- Width: 118 px
- Height: 50 px



Embedded File 1: DHA Logo – White

Accessibility: Object is visible to accessibility tools: Deselect

Timing: Always show on slide: Select

Rectangle 1

Shape Fill: #FFFFFF

Size and Position:

- X: 15 px
- Y: 75 px
- Width: 970 px
- Height: 588 px

Accessibility: Object is visible to accessibility tools: Deselect

Timing: Always show on slide: Select

Layout 1



Figure 28: Slide Master – Layout 1 Screenshot

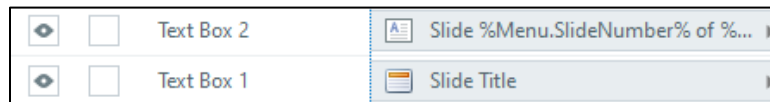


Figure 29: Layout 1 – Objects

Layout 1 – Objects

Slide Title – Text Box 1

Master Layout: Title: Select

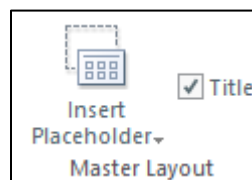


Figure 30: Slide Master Ribbon – Master Layout

Slide Number – Text Box 2

Font:

- Franklin Gothic Medium
- 11 pt
- Normal Text
- #FFFFFF

Size and Position:

- X: 6 px
- Y: 664 px
- Width: 133 px
- Height: 27 px

Shape Formatting:

- Vertical alignment: Top
- Text direction: Horizontal
- Left margin: 10 px
- Right margin: 10 px
- Top margin: 5 px
- Bottom margin: 5 px
- Resize shape to fit text: Select

Accessibility: Object is visible to accessibility tools: Select

Timing: Always show on slide: Select

Layout 2 [Course Title Slide]



Figure 31: Slide Master – Layout 2 [Course Title Slide] Screenshot

		Text Box 3	Slide %Menu.SlideNumber% of %...
		Picture 9	US_Defense_Health_Agency_seal.p...
		Picture 8	Seal_of_the_United_States_Space_F...
		Picture 7	480px-Seal_of_the_U.S._Departme...
		Picture 6	Seal_of_the_United_States_Depart...
		Picture 5	fb-mp-mc-seal-marinecorps.png
		Picture 4	Emblem_of_the_United_States_De...
		Picture 3	MHSseal2019refresh.png
		Picture 2	US_Department_of_Defense_seal.s...
		Picture 1	Official_DHA_Logo.png
		Text Box 2	Slide Text
		Text Box 1	Slide Title

Figure 32: Layout 2 [Course Title Slide] – Objects

Layout 2 – Objects

Slide Title – Text Box 1

Master Layout: Title: Select

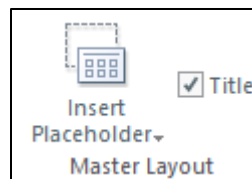


Figure 33: Slide Master Ribbon – Master Layout

Slide Number – Text Box 3

See [LAYOUT 1](#)

Course Title – [Placeholder] Text Box 2

Font:

- Franklin Gothic Medium
- 44 pt
- Heading Level 1
- #000000

Size and Position:

- X: 50 px
- Y: 105 px
- Width: 900 px
- Height: 252 px

Shape Formatting:

- Vertical alignment: Middle
- Text direction: Horizontal
- Default Margins
- Shrink text on overflow: Select
- Wrap text: Select

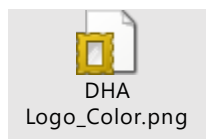
Accessibility: Object is visible to accessibility tools: Select

Timing: Always show on slide: Select

DHA Logo – Picture 1

Size and Position:

- X: 380 px
- Y: 376 px
- Width: 240 px
- Height: 102 px



Embedded File 2: DHA Logo – Color

Accessibility: Object is visible to accessibility tools: Deselect

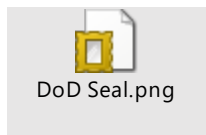
Timing: Always show on slide: Select

Branch Seals – Pictures 2–9

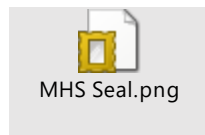
Size and Position:

- Y: 514 px
- The first seal is at X: 40 px, the last is at X: 860 px, use Distribute Horizontally to equally space all 8 seals.
- Width: 100 px
- Height: 100 px

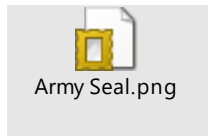
Seals are displayed in the following order: DoD, MHS, Army, Marines, Navy, Air Force, Space Force, and DHA.



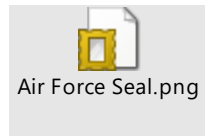
Embedded File 3: DoD Seal



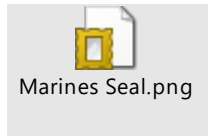
Embedded File 4: MHS Seal



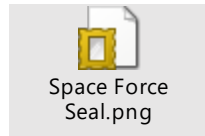
Embedded File 5: Army Seal



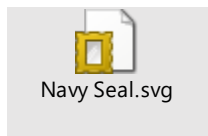
Embedded File 8: Air Force Seal



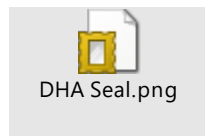
Embedded File 6: Marines Seal



Embedded File 9: Space Force Seal



Embedded File 7: Navy Seal



Embedded File 10: DHA Seal

Accessibility: Object is visible to accessibility tools: Deselect

Timing: Always show on slide: Select

Layout 3 [Resources]



Figure 34: Slide Master – Layout 3 [Resources] Screenshot

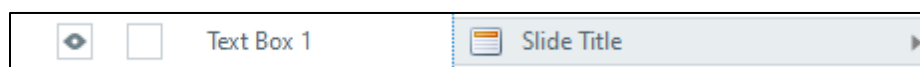


Figure 35: Layout 3 [Resources] – Objects

Layout 3 – Objects

Slide Title – Text Box 1

Master Layout: Title: Select

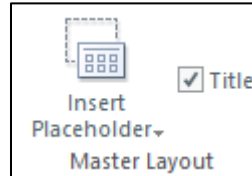


Figure 36: Slide Master Ribbon – Master Layout

Layout 4 [Knowledge Check]

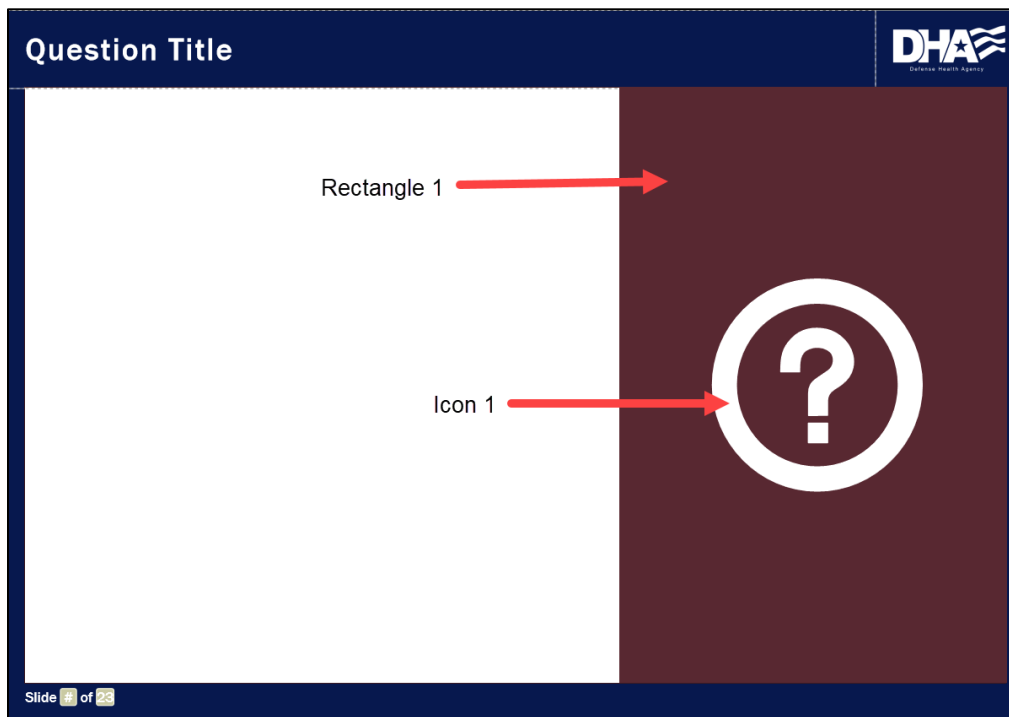


Figure 37: Slide Master – Layout 3 [Knowledge Check] Screenshot

▼	Icon 1	
Freeform 3	Freeform 3	▶
Freeform 2	Freeform 2	▶
Freeform 1	Freeform 1	▶
Rectangle 1	Rectangle 1	▶
Text Box 3	Slide %Menu.SlideNumber% of %...	▶
Text Box 1	Question Title	▶

Figure 38: Layout 3 [Knowledge Check] – Objects

Rectangle 1

Size and Position:

- X: 603 px
- Y: 75 px
- Width: 383 px
- Height: 588 px

Shape Formatting:

- Fill: #58283
- Outline: none

Accessibility: Object is visible to accessibility tools: Deselect

Timing: Always show on slide: Select

Icon 1

Size and Position:

- X: 695 px
- Y: 264 px
- Width: 208 px
- Height: 210 px

Shape Formatting:

- Fill: #FFFFFF
- Outline: none

Accessibility: Object is visible to accessibility tools: Deselect*

*Accessibility must be determined for the whole object and the individual parts

Timing: Always show on slide: Select

Feedback Master

Blank Feedback Master and Blank Layout

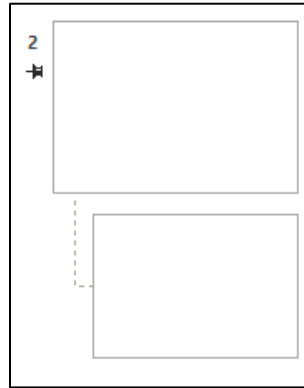


Figure 39: Feedback Master and Layout 1 – Blank

- A blank Feedback Master and blank layout are required for slides with layers.

Feedback Master 2 – Knowledge Check Correct/Incorrect

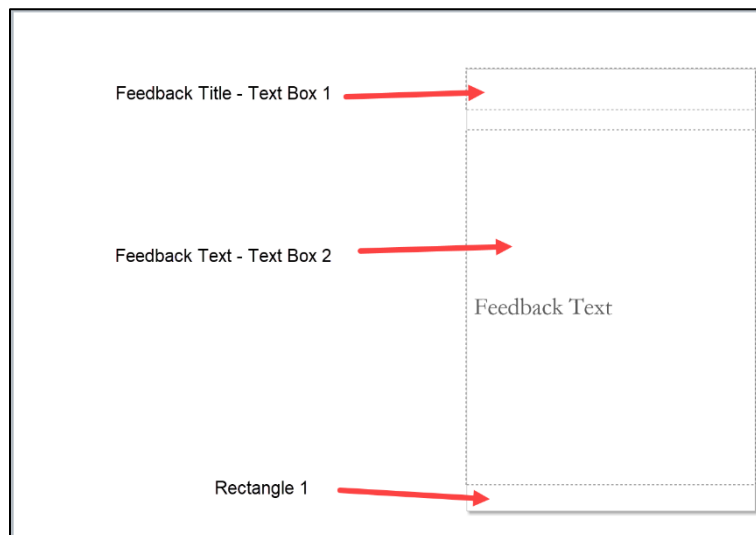


Figure 40: Feedback Master 2 – Knowledge Check Correct/Incorrect

		Text Box 1		Feedback Title	
		Text Box 2		Feedback Text	
		Rectangle 4		Rectangle 4	

Figure 41: Feedback Master 2 – Objects

Feedback Title – Text Box 1

Size and Position:

- X: 602 px
- Y: 75 px
- Width: 383 px
- Height: 53 px

Font:

- Franklin Gothic Medium
- 28pt
- Heading Level 3
- #FFFFFF

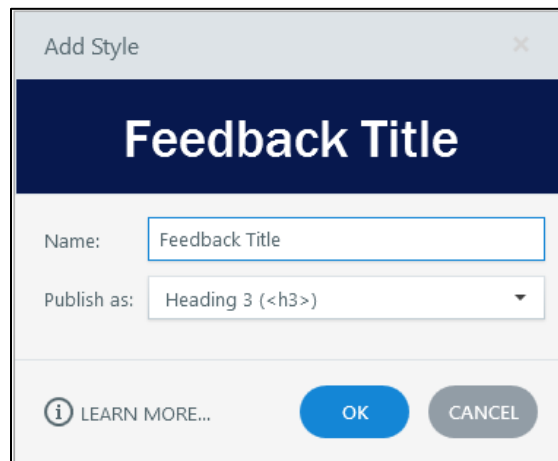


Figure 42: Add Style Selection Window

Shape Formatting:

- Vertical alignment: Middle
- Default margins
- Shrink text on overflow: Select

Accessibility: Object is visible to accessibility tools: Select

Timing: Always show on slide: Select

Feedback Text – Text Box 2

Size and Position:

- X: 602 px
- Y: 178 px
- Width: 383 px
- Height, 455 px

Font:

- Garamond
- 24 pt
- Normal Text
- #000000

Shape Formatting:

- Vertical alignment: Middle
- Default margins
- Shrink text on overflow: Select

Accessibility: Object is visible to accessibility tools: Select

Timing: Always show on slide: Select

Rectangle 1

Size and Position:

- X: 602 px
- Y: 75 px
- Width: 383 px
- Height: 588 px

Formatting:

- Fill: #FFFFFF
- Outline: #A6A6A6
- Outline weight: 1 px
- Shadow: Offset diagonal bottom right
- Shadow: default settings

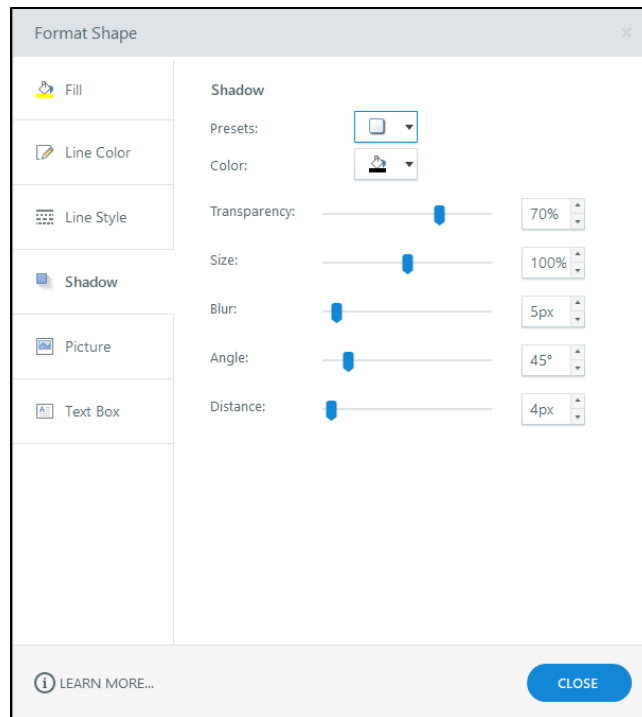


Figure 43: Format Shape – Shadow Selection Window

Accessibility: Object is visible to accessibility tools: Deselect

Timing: Always show on slide: Select

Feedback Master 2 – Layout 1 [Knowledge Check Correct]

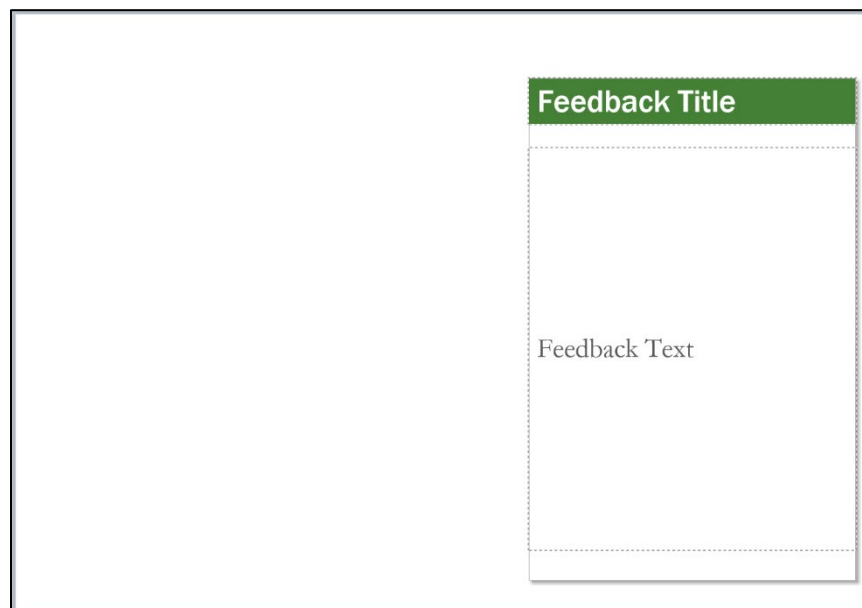


Figure 44: Layout 1 [Knowledge Check Correct] Screenshot

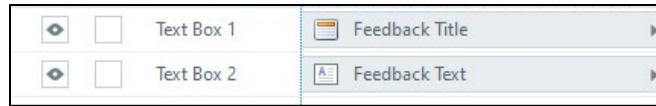


Figure 45: Layout 1 [Knowledge Check Correct] Objects

Layout 1 [Knowledge Check Correct] – Objects

Feedback Title – Textbox 1

- See [FEEDBACK MASTER 2 – KNOWLEDGE CHECK](#)
- Fill color: #448035

Feedback Text – Textbox 2

See [FEEDBACK MASTER 2 – KNOWLEDGE CHECK](#)

Feedback Master 2 – Layout 2 [Knowledge Check Incorrect]

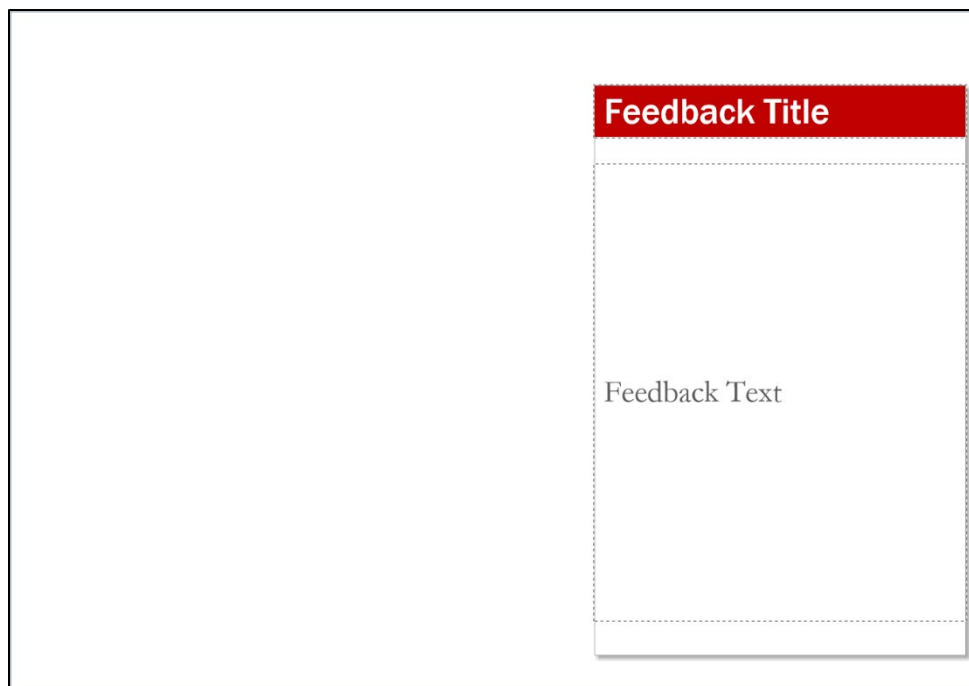


Figure 46: Layout 2 [Knowledge Check Incorrect] Screenshot

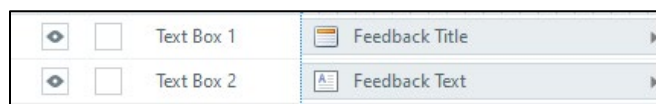


Figure 47: Layout 2 [Knowledge Check Incorrect] Objects

Feedback Title – Textbox 1

- See FEEDBACK MASTER 2 – KNOWLEDGE CHECK
- Fill color: #C00000

Feedback Text – Textbox 2

See FEEDBACK MASTER 2 – KNOWLEDGE CHECK

Feedback Master 3 – Knowledge Check Try Again

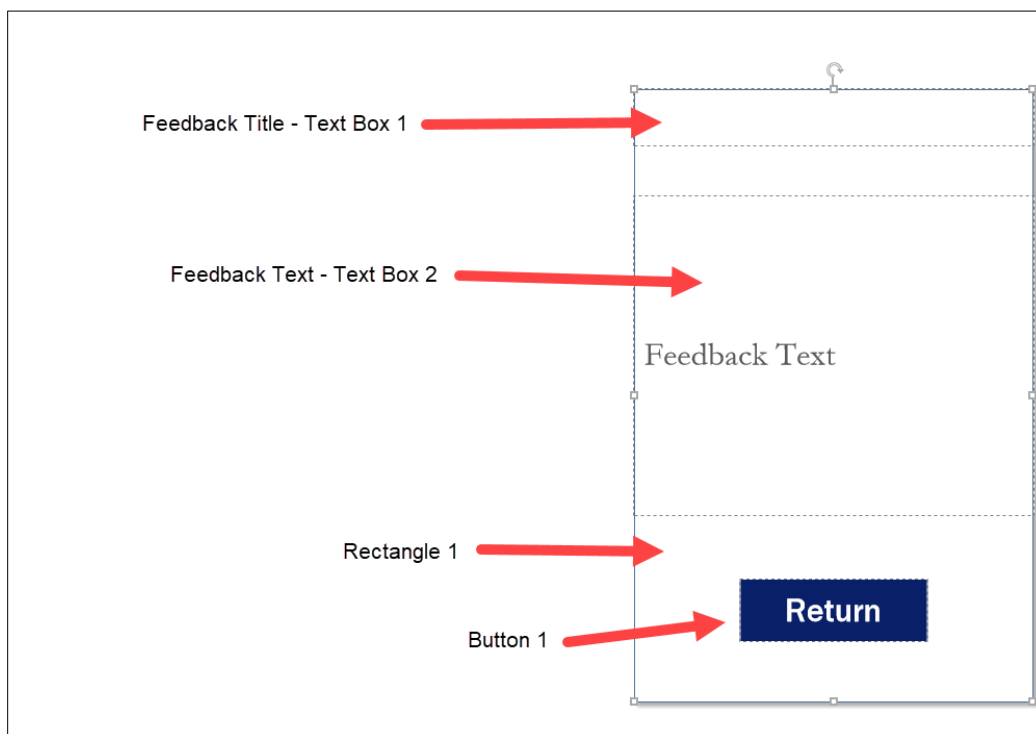


Figure 48: Feedback Master 3 – Knowledge Check Try Again

		Button 2		Return	
		Text Box 2		Feedback Text	
		Text Box 1		Feedback Title	
		Rectangle 4		Rectangle 4	

Figure 49: Feedback Master 3 – Objects

Feedback Title – Text Box 1

Size and Position:

- X: 602 px
- Y: 75 px
- Width: 383 px
- Height: 53 px

Font:

- Franklin Gothic Medium
- 28pt
- Heading Level 3
- #FFFFFF

Shape Formatting:

- Vertical alignment: Middle
- Default margins
- Shrink text on overflow: Select

Accessibility: Object is visible to accessibility tools: Select

Timing: Always show on slide: Select

Feedback Text – Text Box 2

Size and Position:

- X: 602 px
- Y: 178 px
- Width: 383 px
- Height, 308 px

Font:

- Garamond
- 24 pt
- Normal Text
- #000000

Shape Formatting:

- Vertical alignment: Middle
- Default margins
- Shrink text on overflow: Select

Accessibility: Object is visible to accessibility tools: Select

Timing: Always show on slide: Select

Rectangle 1

Size and Position:

- X: 602 px
- Y: 75 px
- Width: 383 px
- Height: 588 px

Formatting:

- Fill: #FFFFFF
- Outline: #A6A6A6
- Outline weight: 1 px
- Shadow: Offset diagonal bottom right
- Shadow: default settings

Accessibility: Object is visible to accessibility tools: Deselect

Timing: Always show on slide: Select

Button 1

Size and Position:

- X: 704 px
- Y: 545 px
- Width: 180 px
- Height: 60 px

Formatting:

- Style: Rectangle Style 1 – Custom 1. See [BUTTONS](#)

Font:

- Franklin Gothic Medium
- 24 pt
- Normal Text
- #FFFFFF

Accessibility: Object is visible to accessibility tools: Select

Timing: Always show on slide: Select

Feedback Master 3 – Layout 1 [Knowledge Check Try Again]

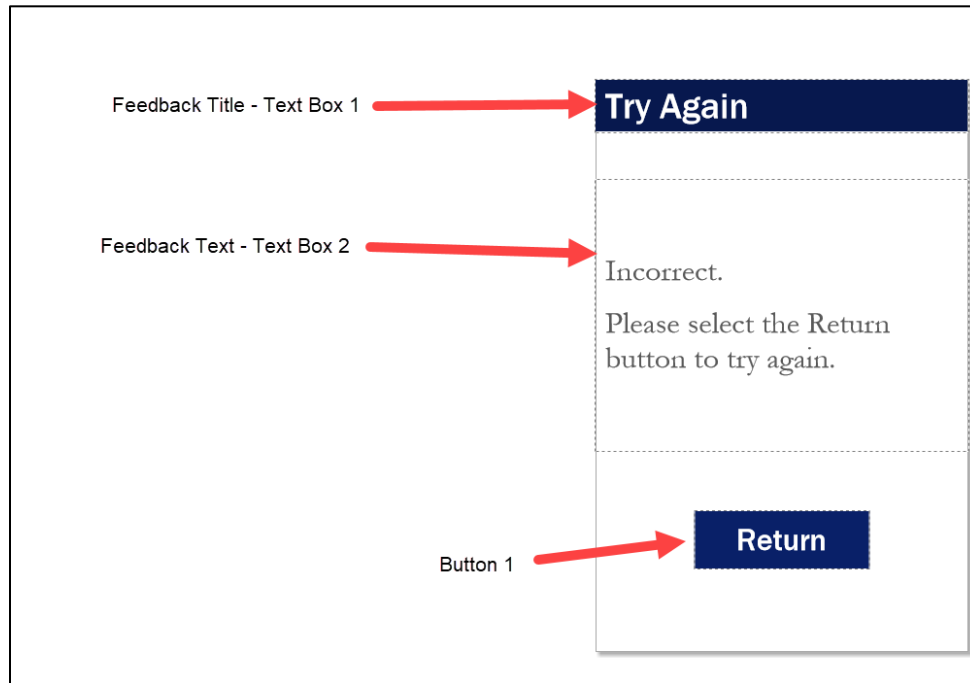


Figure 50: Layout 2 [Knowledge Check Try Again] Screenshot













		Button 1		Return	
		Text Box 2		Feedback Text	
		Text Box 1		Feedback Title	

Figure 51: Layout 2 [Knowledge Check Try Again] Objects

Layout 1 [Knowledge Check Try Again] – Objects

Feedback Title – Textbox 1

- See FEEDBACK TITLE – TEXT BOX 1
- Fill color: #07184E

Feedback Text – Textbox 2

- See FEEDBACK TEXT – TEXT BOX 2
- Text: “Incorrect. Please select the Return button to try again.”

Button 1

See BUTTON 1

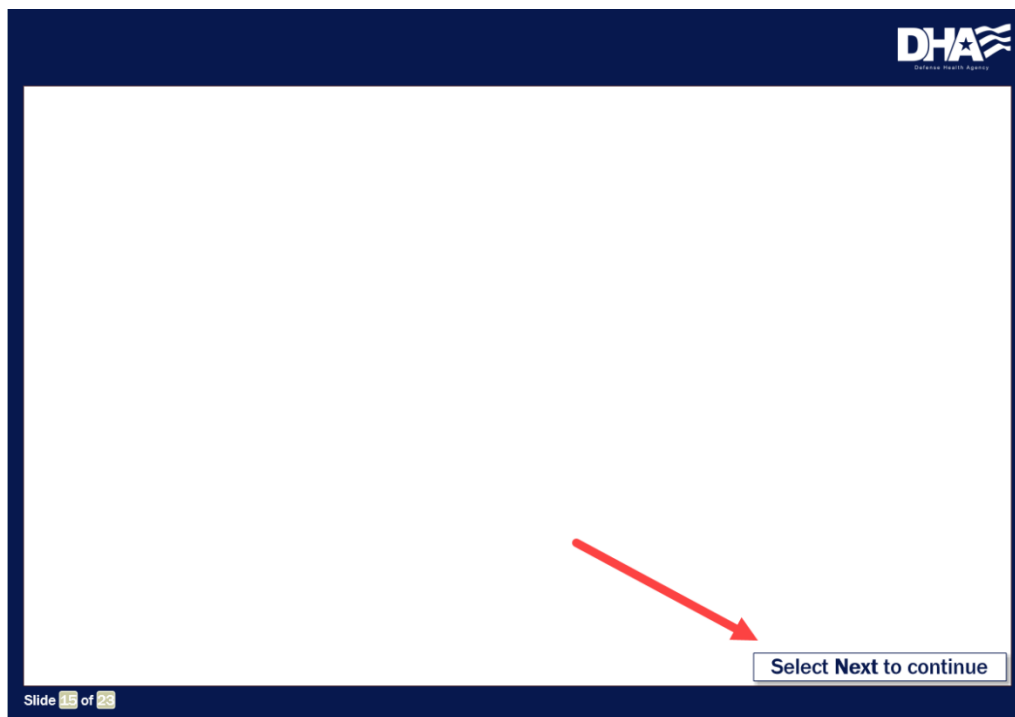
Standard Slide Objects

User Instructions

- User instructions are always displayed onscreen and narrated.
- User instructions must be compliant and inclusive for all learners, e.g.: “Select” not “Click”.

Select Next to Continue – Rectangle

- At the completion of every slide (except for the final slide), “Select Next to Continue” is displayed and narrated.



Size and Position:

- X: 732 px
- Y: 631 px
- Width: 248 px
- Height: 27 px

Font:

- Franklin Gothic Medium
- 16 pt
- Normal Text
- #07184E

Formatting:

- Fill: #FFFFFF
- Outline: 1 px
- Outline color: #07184E
- Vertical alignment: Middle
- Shadow: Offset diagonal bottom right, default settings

Entrance Animation:

- Fade
- Duration: 00.75 seconds
- Direction: None

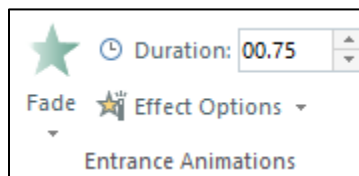


Figure 52: Animation Ribbon – Entrance Animations



Figure 53: Effect Options Selection Dropdown

Narration: separate audio clip from the slide narration

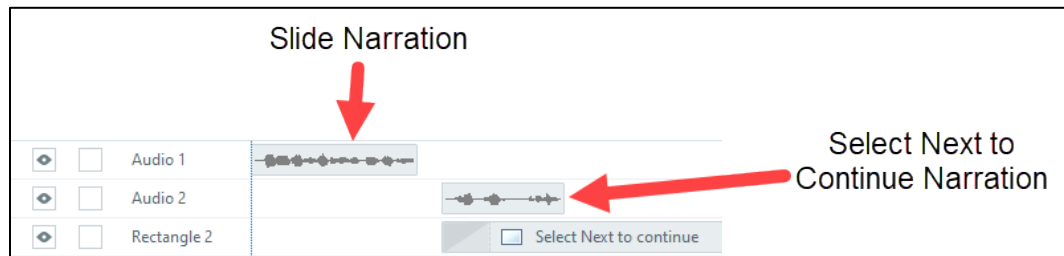


Figure 54: "Select Next to Continue" Separate Narration Clip in Timeline

Interaction Instructions

- Narrated and displayed at the top of the slide.
- Must remain onscreen until the end of the slide or the end of the interaction.
- "Select ____ to ____" instructions must include specific language about the purpose of the action.
 - "Select ____ to learn more" is not sufficient.
- Assistive technology reads all selectable objects in Storyline as: "Button + *alt text*". Ideally, user instructions should direct the user to "select each ____ button to....."
 - Not all interactions (such as tabs or accordions) are governed by this logic, but it should be followed to the greatest extent possible.

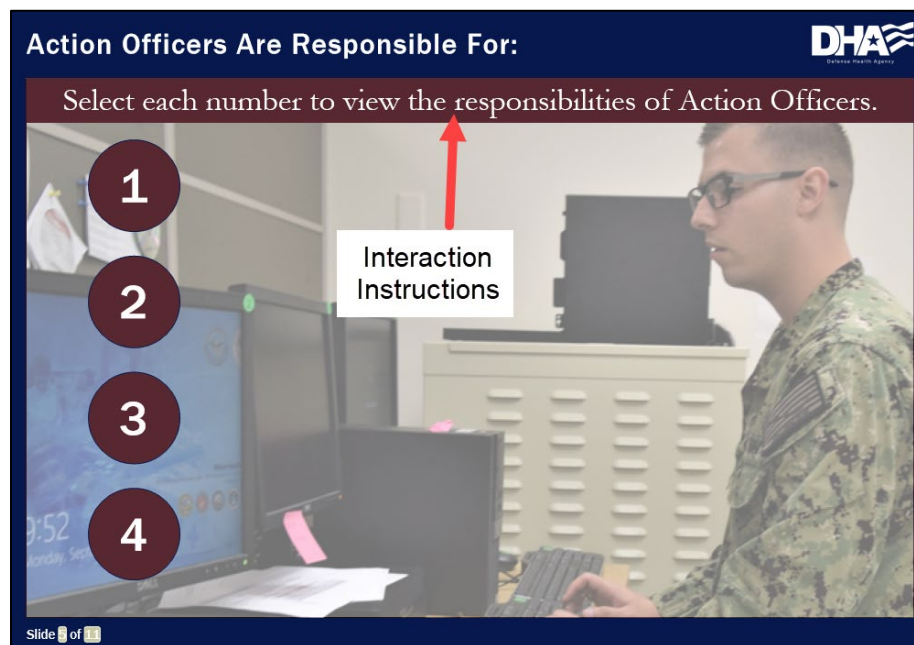


Figure 55: Interaction Instructions Screenshot

End of Lesson Instructions

- Narrated and displayed as two separate objects at the bottom right of the slide.

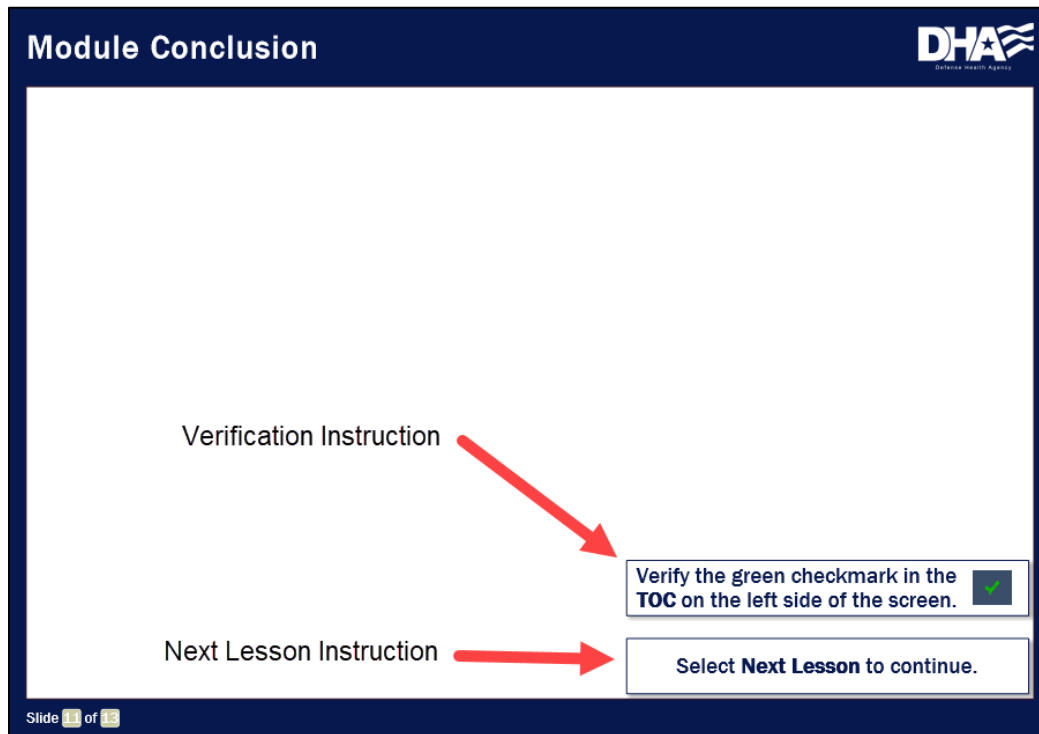


Figure 56: End of Lesson Slide Screenshot

Verification Instruction

Size and Position:

- X: 593 px
- Y: 530 px
- Width: 387 px
- Height: 53 px

Font:

- Franklin Gothic Medium
- 16 pt
- Normal Text
- #07184E

Shape Formatting:

- Fill: #FFFFFF
- Outline: #07184E, 1 px
- Shadow: Offset diagonal bottom right, default settings
- Vertical alignment: Middle
- Left margin: 10 px

- Right margin: 60 px
- Top and bottom margin: 5 px
- Wrap text: Select

Entrance Animation:

- Fade
- Duration: 00.75 seconds
- Direction: None

Accessibility: Object is visible to accessibility tools: Select

Checkmark Graphic

Size and Position:

- X: 927 px
- Y: 540 px
- Width: 38 px
- Height: 33 px

Entrance Animation:

- Fade
- Duration: 00.75 seconds
- Direction: None

Accessibility: Object is visible to accessibility tools: Deselect



Embedded File 11: Verification Checkmark

Next Lesson Instruction

Size and Position:

- X: 593 px
- Y: 605 px
- Width: 387 px
- Height: 53 px

Font:

- Franklin Gothic Medium
- 16 pt
- Normal Text
- #07184E

Shape Formatting:

- Fill: #FFFFFF
- Outline: #07184E, 1 px
- Shadow: Offset diagonal bottom right, default settings
- Vertical alignment: Middle
- Default margins
- Wrap text: Select

Entrance Animation:

- Fade
- Duration: 00.75 seconds
- Direction: None

Accessibility: Object is visible to accessibility tools: Select

Shapes

Unless directly specified by the OPR/SME, shapes must meet the following criteria:

- Plane geometric shapes: circle, triangle, square, rectangle, polygon
- Shape fill adheres to the theme colors palette.

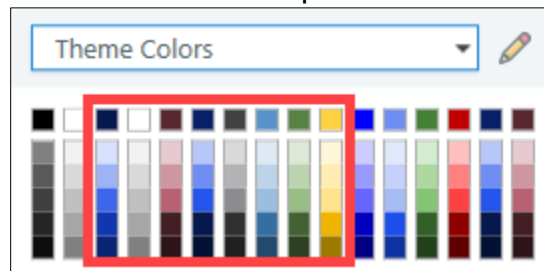


Figure 57: Theme Colors Palette

- No shadows, glows, reflections, or soft edges.
- No bevels or 3D rotations – these formatting options are only available in PowerPoint, not Storyline, and should always be avoided.
- Shapes must be created in Storyline, not imported as a picture or copied from PowerPoint.

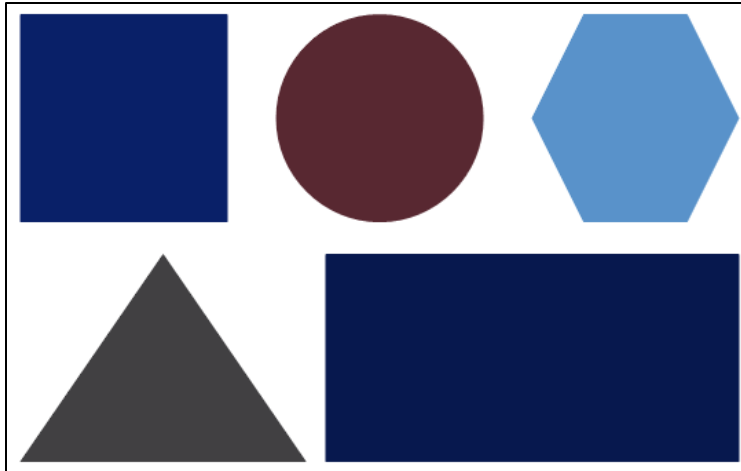


Figure 58: Sample Shapes

Pictures

Unless directly specified by the OPR/SME, pictures must meet the following criteria:

- No outlines, shadows, glows, reflections, or soft edges



Figure 59: Sample Picture

- Crop pictures to shapes, do not fill shapes with pictures.



Figure 60: Sample Picture – Cropped to Shape – Acceptable



Figure 61: Sample Picture – Shape Filled with Picture – Unacceptable

- Be mindful of file size, if necessary, compress pictures after publishing. Retain the original pictures in the Storyline file and perform the picture compression after the SCORM package has been created.

Text Boxes

- Onscreen text is minimum 20 pt.
- Lists are formatted as lists using bullets and numbering, not objects.
- Lists are within one text box.
- No hard returns, use line spacing options to add space before/after text.

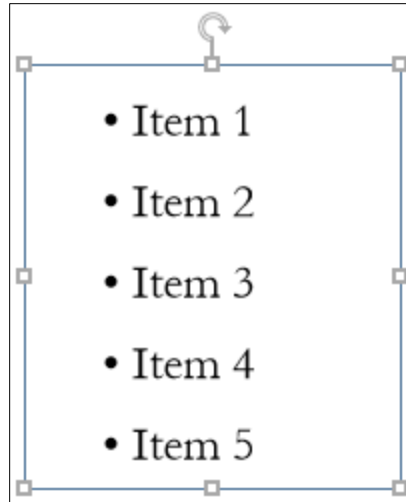


Figure 62: List Formatted with Bullets

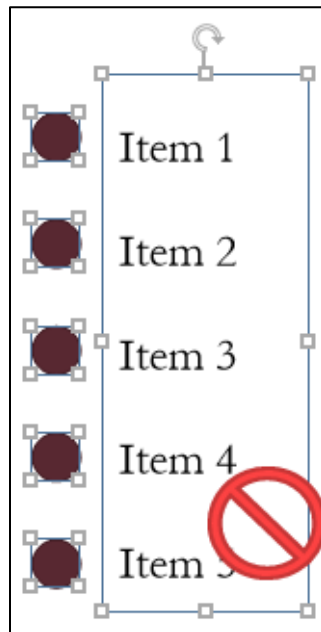


Figure 63: Object Used as Bullets – Unacceptable

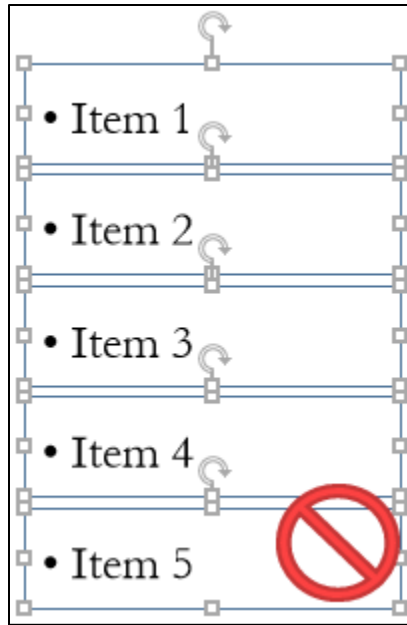


Figure 64: Multiple Text Boxes Used as a List – Unacceptable

Paragraph

General

Alignment:

Left

Direction:

Left to right

Indentation

Before text:

0"

Special:

(none)

By:

Spacing

Before:

6 pt

Line Spacing:

Single

At:

After:

6 pt

i
LEARN MORE ABOUT PARAGRAPH FORMATTING...

OK

CANCEL

Figure 65: Paragraph Selection Window – Line Spacing Options

Buttons

- Preset buttons in Storyline should always be used to ensure consistency and accurate state formatting.
- Rectangle Style 1 – Custom 1 is the preferred button style.



Figure 66: Standard Button: Rectangle Style 1 – Custom 1

Sliders

- Sliders can be used as decorative objects; making them accessible for interactions is difficult and should be avoided.
- Thumb Style 1 – Accent 1
- Track Style Round – Accent 1



Figure 67: Sample Slider

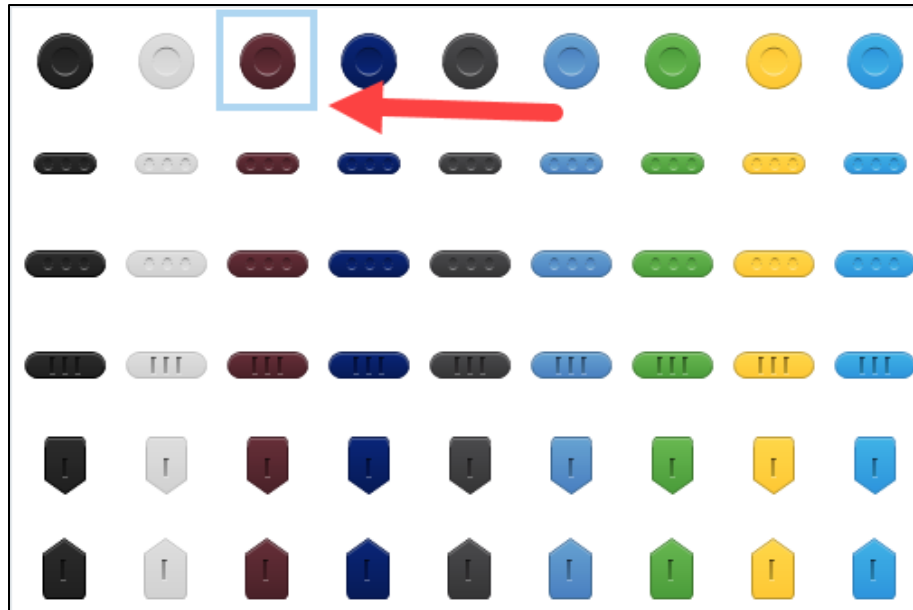


Figure 68: Slider Thumb Style 1 – Accent 1

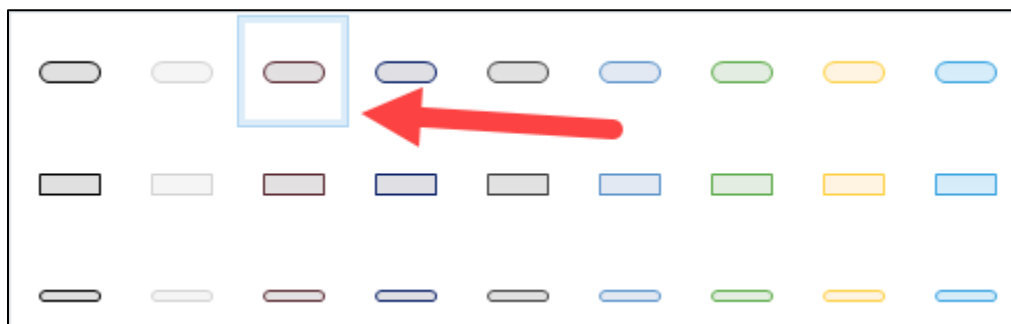


Figure 69: Slider Track Style 1 – Accent 1

Dials

- Dials can be used as decorative objects; making them accessible for interactions is difficult and should be avoided.
- Pointer Style 1 – Accent 1
- Face Style Round – Light 1

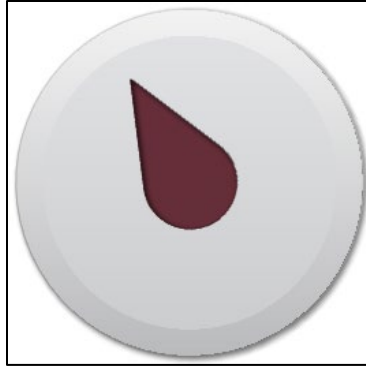


Figure 70: Sample Dial

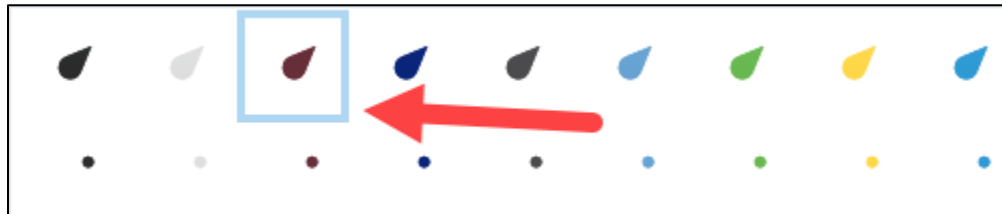


Figure 71: Pointer Style 1 – Accent 1

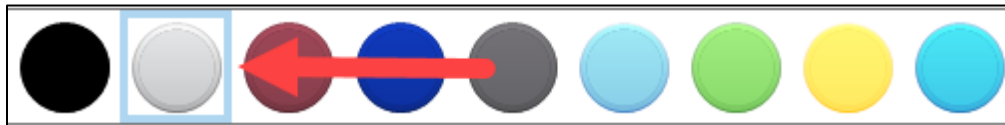


Figure 72: Face Style Round – Light 1

Hotspots

There is a programming flaw for hotspots that impacts keyboard users when they pause the timeline on a slide. For this reason, hotspots should be avoided until Storyline fixes the bug.

If you feel that using a hotspot is unavoidable, please reach out for accessibility assistance. Or speak with the ISD about potentially adjusting the storyboard.

Inputs

Radio Buttons

- Radio Style 1 – Accent 1

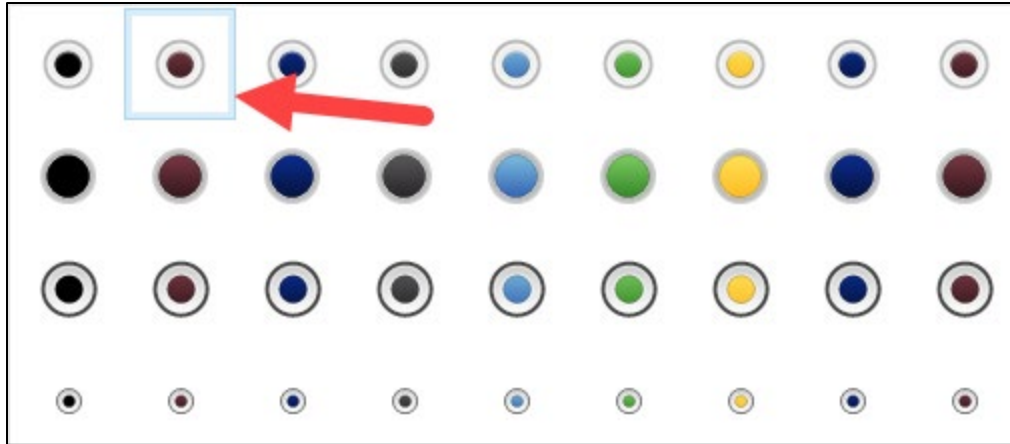


Figure 73: Radio Button – Radio Style 1 – Accent 1

Check Boxes

- Check Style 1 – Accent 1

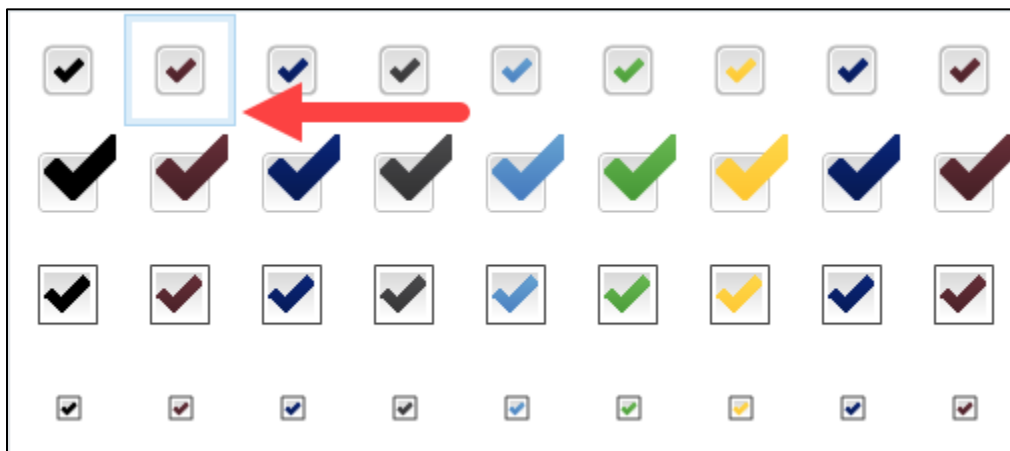


Figure 74: Check Box – Check Style 1 – Accent 1

Transitions and Animations

Slide Transitions

Unless directly specified by the OPR/SME, slide transitions are kept as the default “None”.

Object Animations

Unless directly specified by the OPR/SME, or necessary to convey information to the learner, all objects have the following animations:

- Entrance animation:
 - Fade
 - Duration: 0.75 seconds

- Effect Options: None
 - ★ Lists are animated By Paragraph

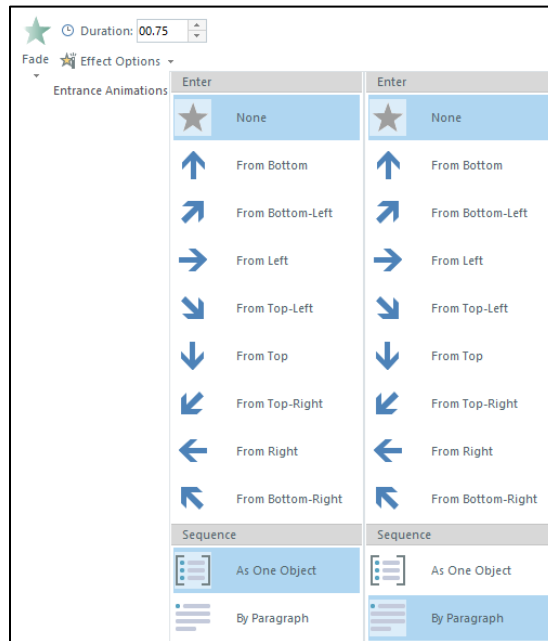


Figure 75: Animations Ribbon – Entrance Animations – Effect Options Drop down

- Exit animation:
 - Fade
 - Duration: 0.75 seconds
 - Effect Options: None

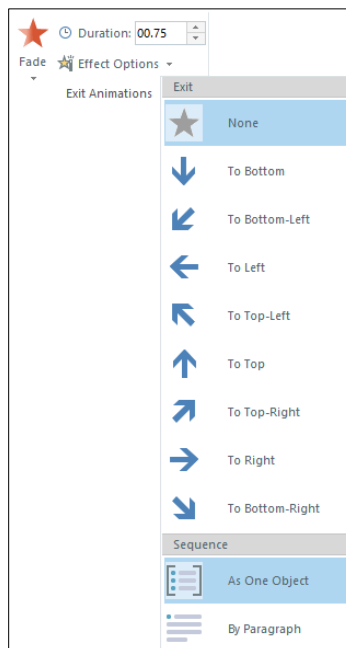


Figure 76: Animations Ribbon – Exit Animations – Effect Options Dropdown

Motion Paths

- Motion paths are used within the frame of the template, objects should not move over the blue slide border.
- If an object must enter from outside the frame, use a blocker in line with the frame over top of the object.

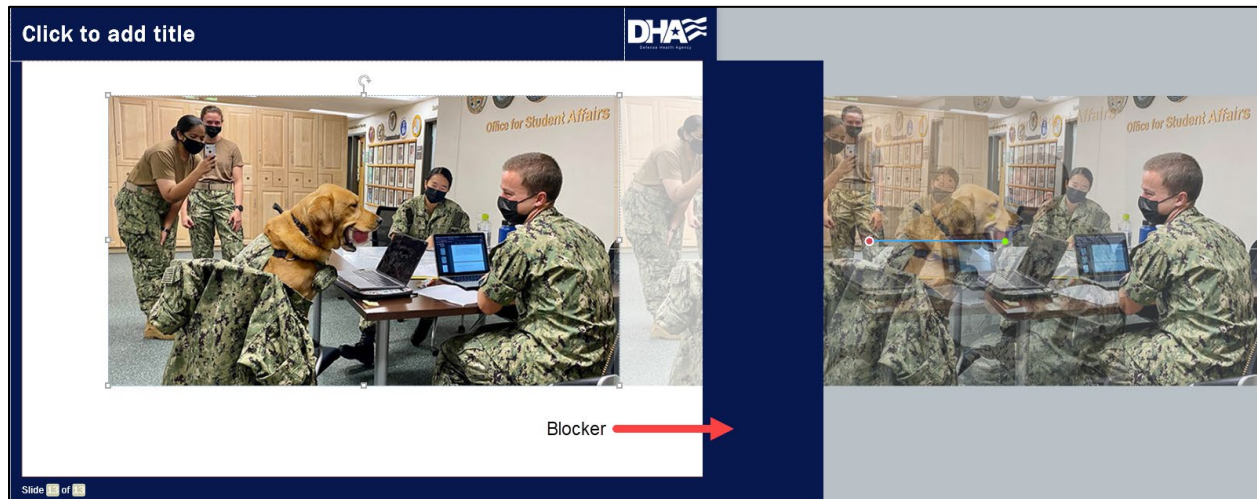


Figure 77: Motion Path with Blocker in Editor

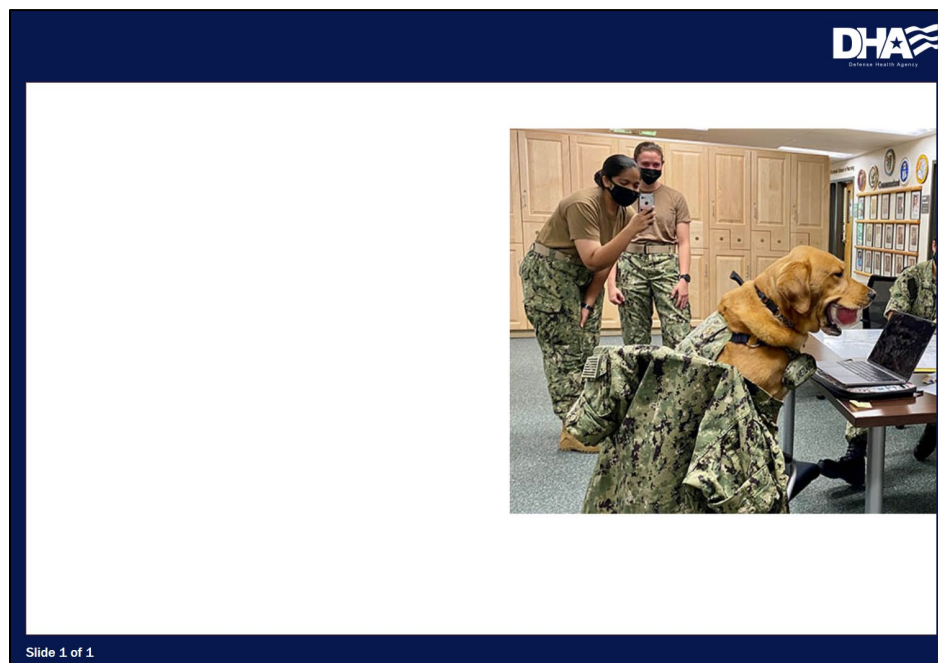


Figure 78: Motion Path with Blocker in Preview

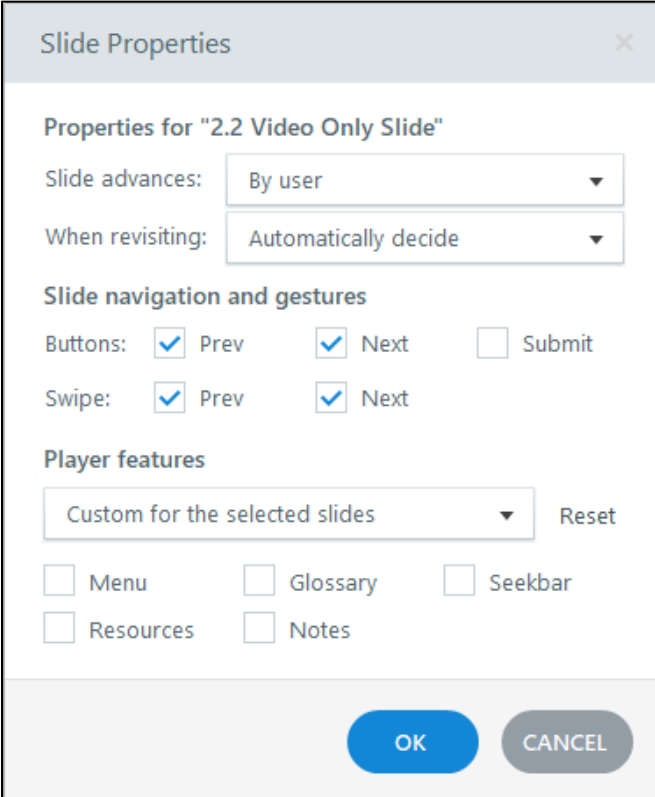
Media

Audio

- Unless directly specified by the OPR/SME, all narration is recorded using WellSaid.

Video

- Videos can autoplay only if they are the first object on the slide timeline.
- Video controls must be turned on.
- If the video is the only object on the slide, turn off the slide seekbar.



The image shows a 'Slide Properties' dialog box with a close button (X) in the top right corner. The title bar says 'Slide Properties'. Inside, the section 'Properties for "2.2 Video Only Slide"' contains two dropdown menus: 'Slide advances:' set to 'By user' and 'When revisiting:' set to 'Automatically decide'. Below this is the 'Slide navigation and gestures' section with checkboxes for 'Buttons:' (Prev checked, Next checked, Submit unchecked) and 'Swipe:' (Prev checked, Next checked). The 'Player features' section has a dropdown menu set to 'Custom for the selected slides' and a 'Reset' button. Below the dropdown are five checkboxes: 'Menu' (unchecked), 'Glossary' (unchecked), 'Seekbar' (unchecked), 'Resources' (unchecked), and 'Notes' (unchecked). At the bottom are 'OK' and 'CANCEL' buttons.

Figure 79: Slide Properties Selection Window – Custom Slide Setting

- Be mindful of file size, if necessary, compress video size after publishing. Retain the original video in the Storyline file and perform the video compression after the SCORM package has been created.

Closed Captions

- All audio and video files must have closed captions.
- Import caption files (SRT, VTT, SBV, or SVB) or use the built-in editor.

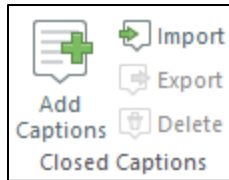


Figure 80: Audio Tools – Options Ribbon – Closed Captions

Best Practices

Layers

- To ensure the base layer template is visible, the blank layout from the blank Feedback Master must be applied to all layers.
- For slides with layers that do not require interaction with the base layer, and do not contain audio, layers should present as “[Dialog](#)”.

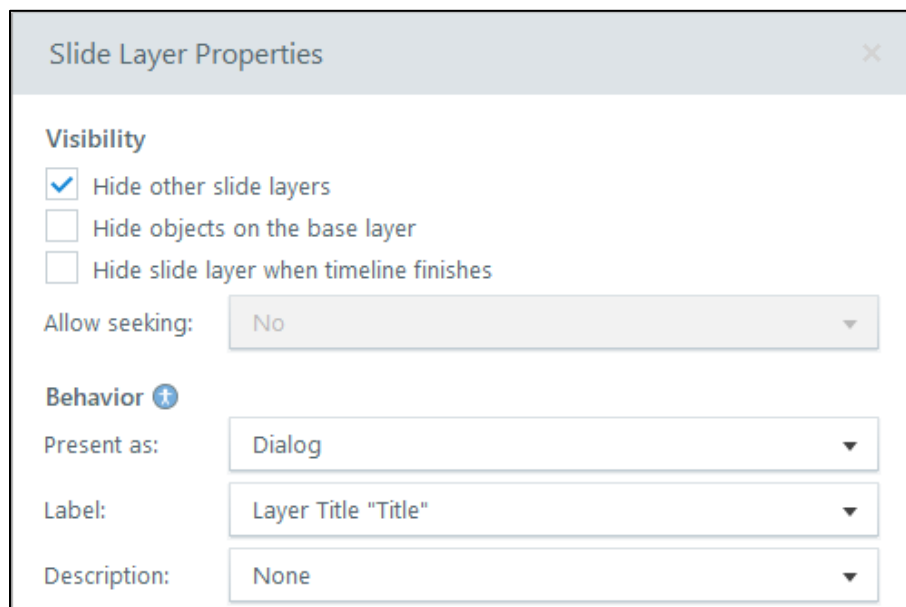


Figure 81: Slide Layer Properties Selection Window – Present as Dialog

- Layers with narration always allow seeking.

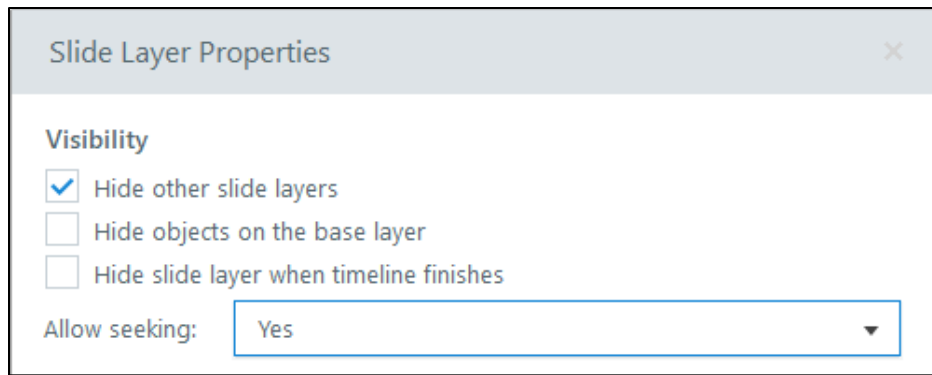


Figure 82: Slide Layer Properties Selection Window – Allow Seeking Selected

Resources Slide

- The Resources slide is located within its own scene, separate from the course scene.
- The PLAYER TABS settings are set to lightbox the Resources slide.
- Any resource documents are hyperlinked from the Resources slide to the JKO repository using ../../../../media/filename.pdf.

“Click to Reveal” Interactions

- Layers are utilized to create “click to reveal” interactions.
- The base layer of an interaction remains selectable to allow users to move between selections.
- Layers should close by selecting another object from the base layer, never [X] to close.
- Triggers and variables must be utilized to ensure all objects are selected and no content is skipped.

Hyperlinks

Normal State:

- Font Color: #0000FF

Initial Hover State:

- Font Color: #0000FF
- Underlined

Selected State:

- Font Color: #795CB2

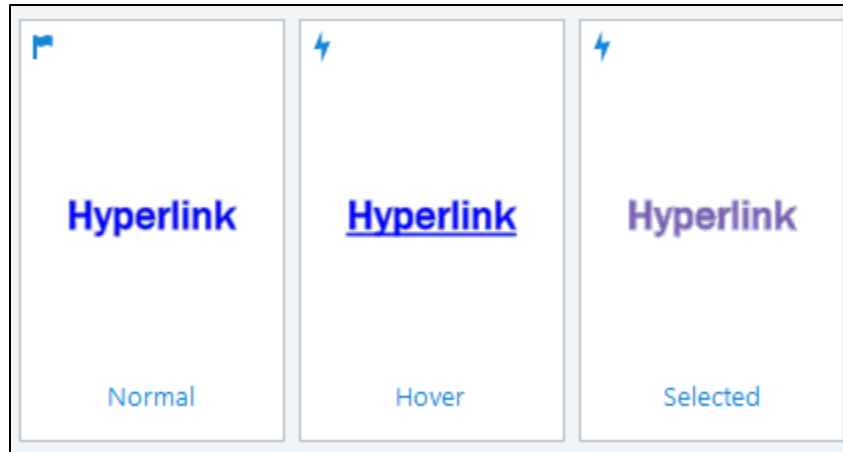


Figure 83: Hyperlink States

States

- States are only used to convey to the learner that an action has occurred (e.g., selectable object being “grayed out” after selection).
- States are not used to change the appearance of an object in an interaction (e.g., using a state to display more content).
- For custom selectable objects, accessibility must be set for each state.
 - Background data for standard built-in buttons is programmed correctly for accessibility by default.

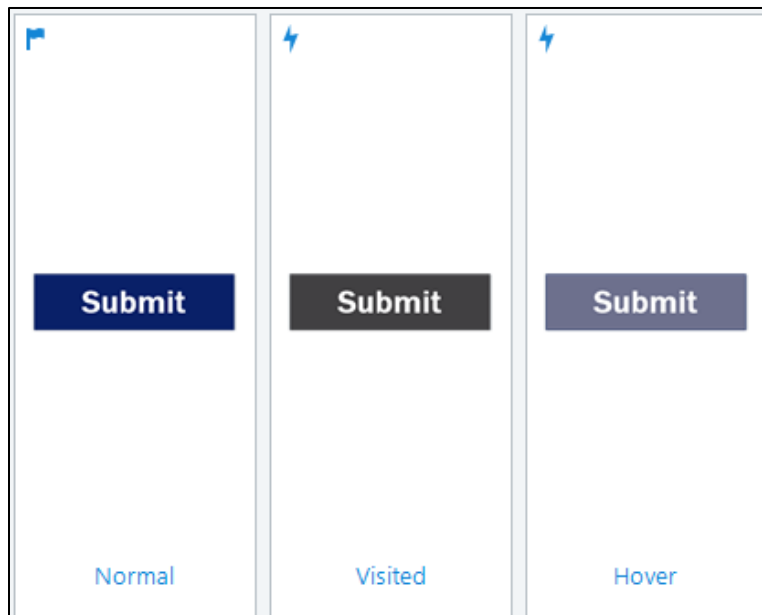


Figure 84: Button States – Acceptable

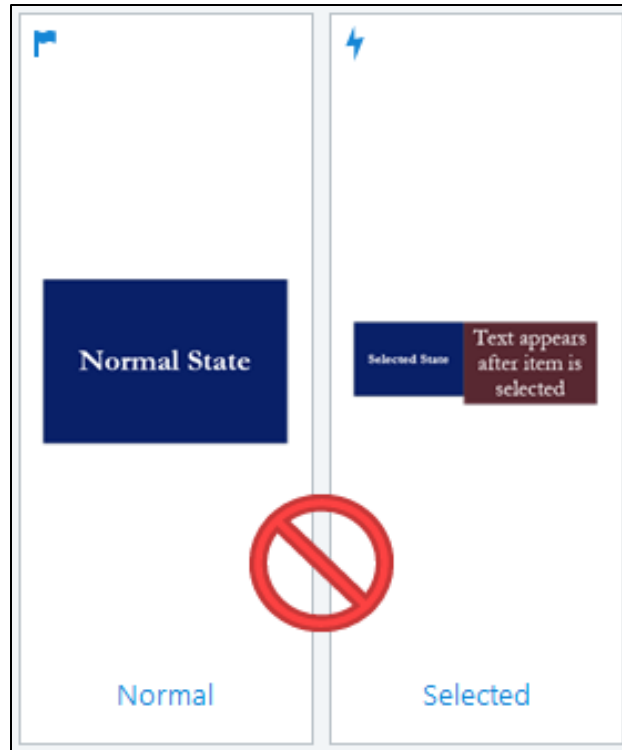


Figure 85: States Used to Change Content – Unacceptable

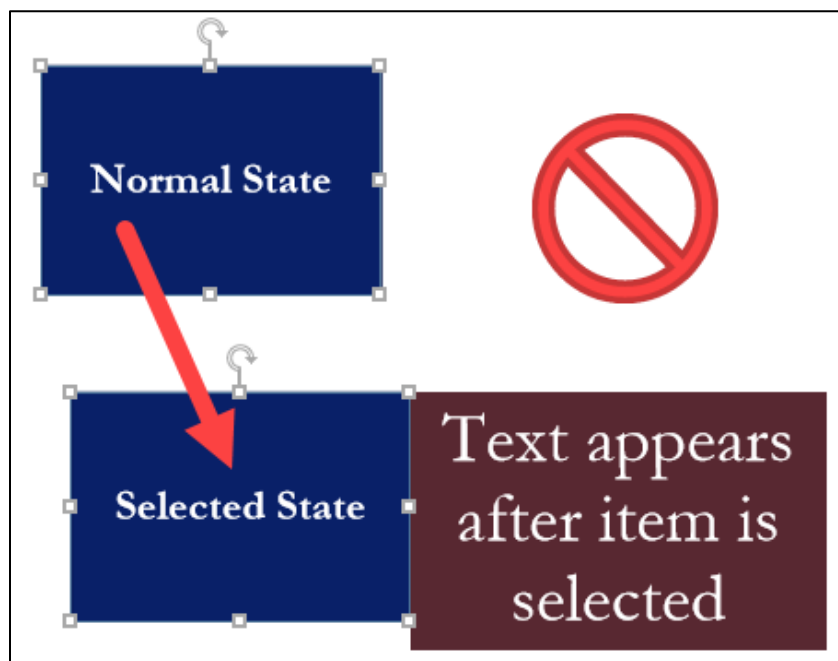


Figure 86: Example of States Used to Change Content – Unacceptable

Knowledge Checks

- Use LAYOUT 4 [KNOWLEDGE CHECK] for the base slide.
- Use FEEDBACK MASTER 2 – KNOWLEDGE CHECK for the feedback layers.

- Use Blank Feedback Master and BLANK LAYOUT for the Select Next layer.
- Player Next button is disabled at the beginning of the slide.
- Knowledge Check feedback must provide/restate the correct response.
- It is the SME's discretion whether learners have an opportunity to try again after an incorrect response. They will also need to specify the number of attempts to be allowed.
- Knowledge Check and feedback are narrated as follows:
 - Base Layer:
 - "Knowledge Check #_.
 - Type of Question.
 - Narrate the Question.
 - User instructions [Select all that apply, etc.], then "Select Submit."
 - Feedback Layers:
 - Correct:
 - "That's right!
 - Restate correct response."
 - Incorrect:
 - "Incorrect.
 - Restate correct response."
 - Try Again
 - "Incorrect.
 - Please select the Return button to try again."
- SELECT NEXT TO CONTINUE – RECTANGLE is displayed and narrated after feedback narration.
- Player Next button is enabled with Select Next instruction.

Select the date format that meets the DHA guidance requirements.	Correct	Incorrect
<input type="radio"/> 08/01/2010 <input type="radio"/> 2010/08/01 <input type="radio"/> August 1 st , 2010 <input type="radio"/> August 1, 2010 <input type="radio"/> 08/01/10 <input type="button" value="Submit"/>	<p>That's right!</p> <p>The correct date format is Month Day, Year (e.g., August 1, 2010)</p>	<p>Incorrect.</p> <p>The correct date format is Month Day, Year (e.g., August 1, 2010)</p>

Figure 87: Knowledge Check with Correct/Incorrect Feedback Examples

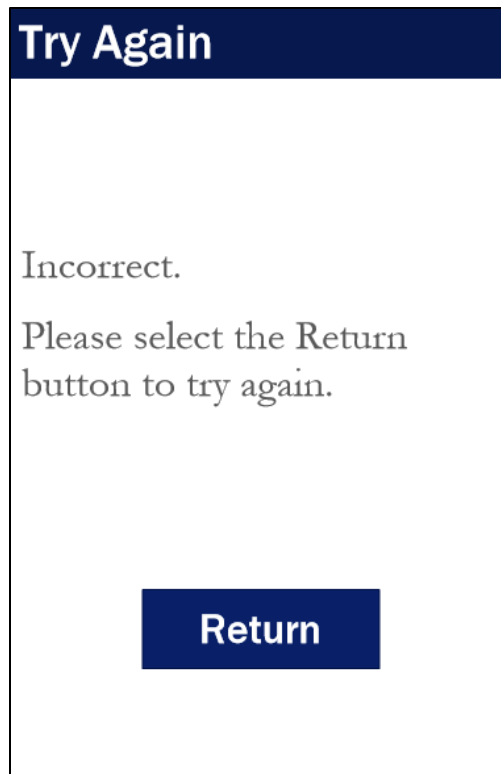


Figure 88: Knowledge Check Feedback Example – Try Again

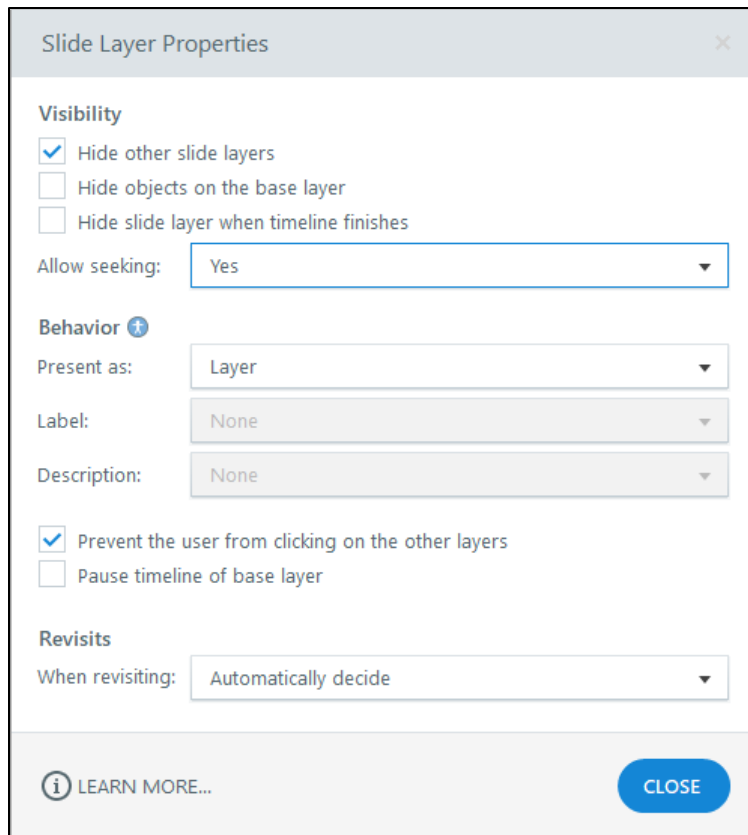
Feedback Layer Properties

Visibility

- Hide other slide layers: Select
- Allow Seeking: Yes

Behavior

- Present as: Layer
- Prevent the user from clicking on the other layers: Select



The image shows a 'Slide Layer Properties' dialog box with a close button (X) in the top right corner. It is divided into several sections: 'Visibility' with three checkboxes ('Hide other slide layers' is checked, 'Hide objects on the base layer' and 'Hide slide layer when timeline finishes' are unchecked), 'Allow seeking:' with a dropdown menu set to 'Yes', 'Behavior' with a plus icon, 'Present as:' with a dropdown menu set to 'Layer', 'Label:' with a dropdown menu set to 'None', 'Description:' with a dropdown menu set to 'None', two more checkboxes ('Prevent the user from clicking on the other layers' is checked, 'Pause timeline of base layer' is unchecked), 'Revisits' with a dropdown menu set to 'Automatically decide', and a footer with an 'i' icon and 'LEARN MORE...' link on the left, and a blue 'CLOSE' button on the right.

Figure 89: Slide Layer Properties Selection Window

Select Next Layer Properties

Visibility

- Deselect all options
- Allow Seeking: Yes

Behavior

- Present as: Layer
- Prevent the user from clicking on the other layers: Select

Slide Layer Properties

Visibility

☐

Hide other slide layers

☐

Hide objects on the base layer

☐

Hide slide layer when timeline finishes

Allow seeking:

Yes

Behavior

Present as:

Layer

Label:

None

Description:

None

☒

Prevent the user from clicking on the other layers


☐

Pause timeline of base layer

Revisits

When revisiting:

Automatically decide

 LEARN MORE...

CLOSE

Figure 90: Slide Layer Properties Selection Window

Variables

- Each slide has a True/False variable to be used as a completion indicator.

Variables		
Project	Built-In	Search variables
Name	Type	Default Value
1_1_Complete	True/False	False
1_2_Complete	True/False	False
1_3_Complete	True/False	False
1_4_Complete	True/False	False
1_5_Complete	True/False	False
1_6_Complete	True/False	False
1_7_Complete	True/False	False
1_8_Complete	True/False	False

Figure 91: Slide Completion Variables

Triggers

- Each slide will always have the following trigger:
 - Set state of Next Button to Disabled when timeline starts on slide, if “completion variable” = value False
- Each “Select Next to Continue” object will always have the following triggers:
 - Set state of Next Button to Normal when the timeline starts on “Select Next [Rectangle]”
 - Set “completion variable” to value True when the timeline starts on “Select Next [Rectangle]”

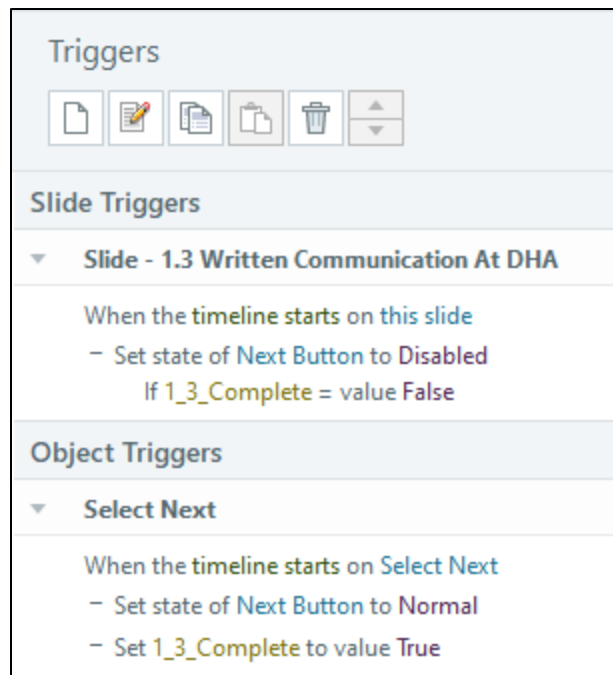


Figure 92: Slide & Object Triggers

- Every course has a course completion trigger on the last slide.
- Course completion trigger is set the beginning of the slide timeline, to ensure the JKO green checkmark is visible by the time the instructions indicate to check for it.

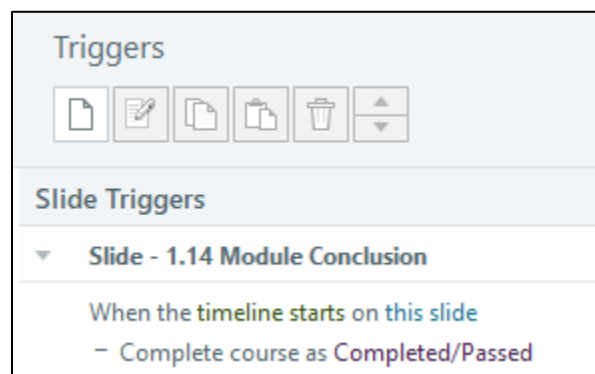


Figure 93: Course Completion Trigger

Tables

- Simple tables are always created within Storyline. Images of tables are not acceptable as they are not accessible or 508-compliant.
- Tables are for data only and should never be used for layout.
- Tables must include a column header row.
 - Text in header row is formatted at Heading Level 3
- Hyperlinks cannot be added to cells within a table.
- Storyline only allows column headers, not row headers.
 - If the SME provides content in complex tables, the ISD must work with the SME to determine a more accessible format to relay the information.

Serial Number	Product	Quantity	Price	Sales
1	Product 1	5	25	125
2	Product 2	10	20	200
3	Product 3	15	15	225
4	Product 4	20	10	200
5	Product 5	25	5	125

Figure 94: Table Created in Storyline, With Column Header Row – Acceptable

	A	B	C	D	E	F
1	Serial Number	Product	Quantity	Price	Sales	
2	1	Product 1	5	25	125	
3	2	Product 2	10	20	200	
4	3	Product 3	15	15	225	
5	4	Product 4	20	10	200	
6	5	Product 5	25	5	125	
7						




Figure 95: Image of Table – Unacceptable

Transcripts

- Transcripts are PDF documents of all course narration.
- Transcripts are created in Word using the following formatting:
 - Document Title: Heading Level 1
 - Franklin Gothic Medium
 - 26 pt
 - #000000

- Line spacing: Before 12 pt, After 0 pt
- Slide Titles: Heading Level 2
 - Franklin Gothic Medium
 - 13 pt
 - #000000
 - Line spacing: Before 12 pt, After 0 pt
- Slide Narration: Normal Text (no spacing)
 - Arial
 - 11 pt
 - #000000
- The Word document is converted to PDF and remediated for 508 compliance.

Action Officer Comprehensive Training: Course Introduction

Slide 1
Welcome to the Action Officer Comprehensive Training!
Select **Next** to continue.

Slide 2
This online training is divided into 8 self-paced modules:

- Course Introduction
- DHA Correspondence
- DHA Publications
- DHA Forms
- Written Material Quality Review
- Introduction to Enterprise Task Management Software Solution (ETMS2)
- Other Action Officer Responsibilities, and
- Closing, which includes the post-test and evaluation.

Once you have completed all of the online materials, you will need to register for the virtual live training session to complete the Action Officer Comprehensive Training course.
Select **Next** to continue.

Figure 96: Screenshot of sample transcript

Developing From a Storyboard

- During the storyboard hand-off meeting the Developer will review the entire storyboard to determine if any of the content does not meet the standards outlined in this guide. At that time, the Developer will discuss any possible revisions with the ISD.
- Both the ISD and Developer are responsible for ensuring the finished deliverable is 508 compliant and meets brand standards
- The storyboard PowerPoint is never imported into Storyline. This causes issues with the templates, formatting, and file size.
- Content is never copied/pasted from the storyboard. This causes issues with formatting and file size.
- To transfer text from the storyboard to Storyline:
 1. Copy text from the storyboard PowerPoint

2. Paste the text into Notepad to clear all formatting.
 3. Copy the text from Notepad.
 4. Paste the text into Storyline.
- The ISD will provide all storyboard images in a separate folder. Images are inserted in Storyline—not copied/pasted from the storyboard.

Object Naming Conventions

- Not a requirement, but should be considered best practice, objects should be properly named within the slide timeline. This allows for easier object identification when editing.
- Variables should also be named consistently throughout the course.
- Naming conventions should utilize camelCase

508 Remediation

Alt Text

- Add alt text to all objects that are visible to accessibility tools.
- The alt text should be the most concise description possible of the image's purpose. If more than a short phrase or sentence is needed, work with the ISD to determine another way to convey the information.

Alt Text for Selectable Objects

- Assistive technology reads all selectable objects in Storyline as: "Button + *alt text*". Ideally, user instructions should direct the user to "select each ____ button to....." For those interactions, the selectable object is identified with alt text that is in line with the instructions.
 - For example: If the user instructions are, "Select each icon button to...." the selectable objects need to be identified in the alt text as named or numbered "icons" (*Book* Icon, *Computer* Icon, etc. OR Icon 1, Icon 2, etc.)
- Using "Button" in the instructions for certain interactions (tab or accordion) is not always logical. In those interactions, the selectable object needs to have alt text that identifies it in line with the interaction instructions.
 - For example: If the user instructions are, "Select each tab to....." the selectable objects need to be identified in the alt text as "tabs".

Object Visibility

- Any onscreen object that is not essential to the learning experience should be turned off to accessibility tools.
- Visibility must be turned off for all subsections of an object. For example: icons are usually comprised of multiple objects, visibility needs to be turned off for all sub-objects.

- To turn off visibility for all sub-objects:
 - Select the carrot to the left of the object to expand.
 - While holding down the Shift key, select the first and last sub-object.
 - Right-click and select the Accessibility option from the drop-down.
 - In the Accessibility selection window, deselect “Object is visible to accessibility tools”.
 - **This turns off visibility for the sub-objects only**

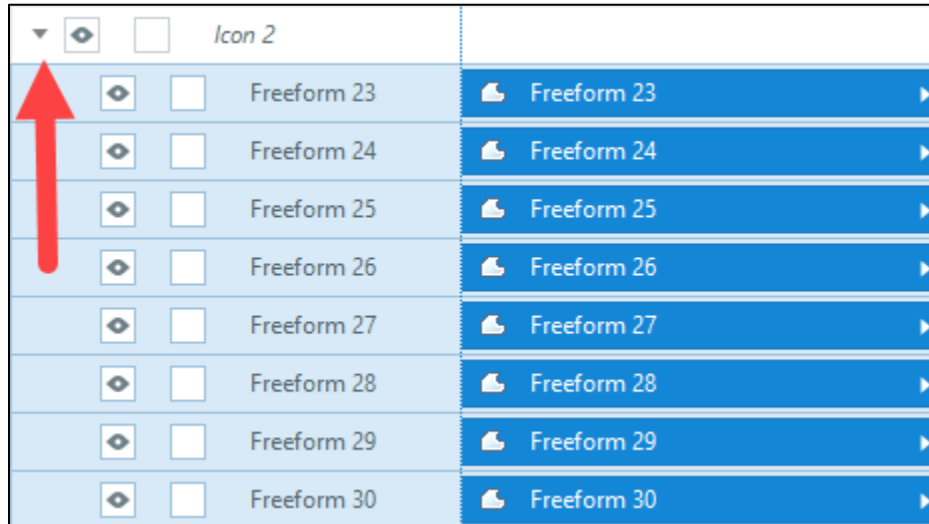


Figure 97: Expanded Icon with Sub-Objects Selected

Text Styles

- Heading Level 1: Course Title (set in template)
- Heading Level 2: Slide Title (set in template)
- Heading Levels 3: Headings within slide content
- Use [custom styles](#) for courses with multiple Level 3 headings that are formatted differently.

Focus Order

- The focus order determines both the order a screen reader reads content, and the order in which a keyboard user navigates the content. The predictable order is top to bottom, left to right.
- Set the [focus order](#) in the sequence the user should follow the content.
- For interactions with layers, the focus order should be:
 1. Selectable Object 1 from Base layer
 2. Objects from Layer 1
 3. Selectable Object 2 from Base layer
 4. Objects from Layer 2
 5. Etc.

- “Select Next to Continue” text box should be the penultimate object in the focus order.
- Slide Number should be the last object in the focus order.

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