The Cornerstone – Learning Management System (LMS) is maintained by the Human Resources Organization and Talent Development Learning Technology team. Learning Technology supports end users and administrative users of the LMS. The following questions and answers address the topic of online content for San Jacinto College.

## Online Training Session Creation:

**Question:**    How do I assess if an online training session is a better delivery mode than face-to-face?

**Answer:**    In order to evaluate the best delivery mode for training sessions you must consider the following: target audience, audience size, timeline for deployment, Q & A potential, and consistent session contents.

**Question:**    What can be done with online content?

**Answer:**    Instructional Designers can include the following in online content packages: simulations, video files, learning assessment questions, survey/non-scored questions, links, resources, audio files, and documentation.

**Question:**    Who do I contact to create online content for a Cornerstone Learning training session?

**Answer:**    EdTech Instructional Design Team
Sherry Ransdell, Director of Instructional Design

**Question:**    How long does it take to create the online training session content?

**Answer:**    The timeline for online content creation is based upon the availability of the Instructional Design Team.

**Question:**    What computer programs is the online content created?
**Answer:**    San Jacinto College supports the following programs that create online content:
- Adobe Captivate
- Articulate Storyline

**Question:**    What type of online content packages are supported by Cornerstone Learning?
**Answer:**    The recommended WBL publishing/packaging is either:
- SCORM 1.2
- SCORM 2004 v.3

**Question:**    Are the programs to create online content available to employees?
**Answer:**    The Instructional Design Team offices have the programs deployed to computers for employee use during their office hours. Adobe Captivate and Articulate Storyline are individually licensed, site licenses are not available. Which means that departments that wish to obtain the programs have to purchase from their budget.

**Question:**    Is there training at San Jacinto College for creating online content?

**Answer:**         There is not any formal training for online content creation. The Instructional Design Team can assist with the creation and modification of content.

## Online Training Session Management:

**Question:**    Who manages the online training sessions?
**Answer:**       Learning Technology will be responsible for creating and maintaining the online sessions in Cornerstone Learning. Each department will be responsible for testing the content, annual content review, verifying completion and reporting.

**Question:**    What support is available for the Cornerstone Facilitator?
**Answer:**       Learning Technology deploys the online content package and troubleshoots functionality in Cornerstone Learning and can assist with LMS configuration.

**Question:**    What are the responsibilities of purchasing online content from outside vendors?
**Answer:**       The department wishing to purchase online training from outside vendors is responsible for contract review and approval, communications with vendor about the online content, and providing Learning Technology contact information to vendor for deployment configuration.

**Online Package Specifications:**

Question:    What are the specific packaging/publishing standards for online content packages?

Answer:
Captivate:
- Standard:
    o SCORM 1.2
    o SCORM 2004 v.3
- Status:
    o Complete/Incomplete – content packages without learning assessment
    o Pass/Fail – with learning assessment within the online content package
        ▪ Criteria has to be designated for passing score expectation
- Identifier: Rubric
- Title: Actual session title
- Keywords: any keywords associated with the online learning content, separated by commas
- LMS Advanced Setting:
    o Send Data On Every Slide
    o Set exit on form completion

Publish:

- Output Format: Both SWF and HTML
- TOC Settings: establish desired functionality of Table of Contents