

User Guide: Authoring Tool

Please send all authoring tool lessons to authoring@healthcareacademy.com. You will receive an email response that your lesson has been received.

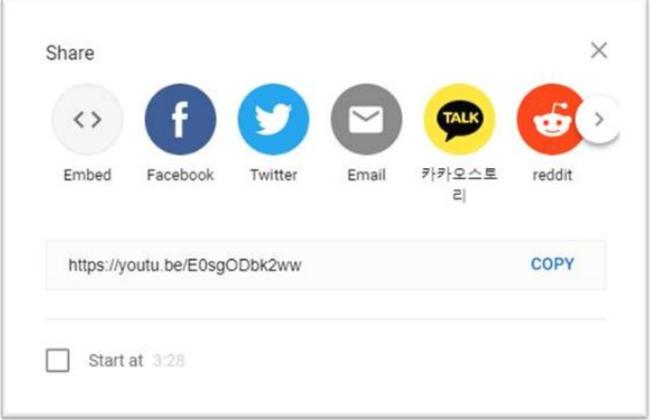
Because the lesson authoring process is not completely automated, we reserve one (1) business week to complete submissions. If you have an urgent need, please contact us. All authoring tool submissions will appear on the certificate report when completed by the student. Only standard HCA-style certificates are offered unless otherwise requested.

To assist you with your authoring tool documents please follow the eLearning principles listed below.

Accepted Format	
<p>Microsoft PowerPoint (PPT)</p>	<p>We convert PowerPoint files into a web-based format, like the lessons we offer. The following features are standard:</p> <ul style="list-style-type: none"> Slide navigation buttons (next, previous, and exit) and bookmarking feature. Quiz questions at the end of the lesson (optional). Please be sure to include the answers. True/false or multiple-choice questions. (We allow “check all that apply” questions.) “Correct” or “incorrect” is displayed after the student answers the question. Passing score of 85% is required, otherwise lesson must be restarted. <p>Unfortunately, some features of PowerPoint presentations cannot be replicated when we put them online. Your online presentations will <i>not</i> look identical to the originals we receive. We may have to move images and text around to make them fit properly. Additional limitations include:</p> <ul style="list-style-type: none"> We strongly recommend white slide backgrounds if you are using images with shadows, reflections, or transparent backgrounds. Not all shapes (arrows, rounded rectangles) are supported; we will make our best effort to add these to your online presentation. Standard fonts (Times New Roman, Arial, Verdana, etc.) are recommended; otherwise, your presentations may look different on different computers. Font shadows are not supported. Limit your slides to 50 per lesson. Limit your post-test questions to 10 per lesson. We do not program review questions within the PPT lesson, only post-test questions. Your PPT lesson will NOT be formatted or spell-checked – what you send is what will be converted. We DO NOT narrate PPT lessons.

Accepted Format	
SCORM 1.2 Packages	<p>Healthcare Academy can host courses you developed yourself using course content development software such as: Articulate Storyline, ADOBE Captivate, iSpring Solutions, SCORMHERO, etc., and published to a SCORM 1.2 package (.zip file).</p> <p>These packages will be set up and tested, but any changes made to the content will need to be made using the Course Development Software prior to publishing as SCORM 1.2.</p>
Word Document	Documents are marked as “completed” when downloaded by your staff.
PDF	Documents are marked as “completed” when downloaded by your staff.
In-Service Titles (i.e., course with no content)	Used for tracking and documentation of in-house educational activities. Send HCA the titles with dates and times (optional) included and we will add them to your training category. After assignment – use the enter/edit results feature to manually change the status from a NOT attempted to a complete.
Videos	<p>Hosted on other websites (e.g., YouTube) upon request.</p> <p>If using YouTube, follow steps 1 – 11 below.</p> <ol style="list-style-type: none"> 1. Log into YouTube and/or create an account and upload your video on www.youtube.com. 2. Click on the video icon at the top right-hand side of the window, which can be found next to your user icon, messages, apps, and notifications. 3. Click ‘Upload Video’. 4. Then, click ‘Select files to upload’ to find the video file saved on your computer. Or you can drag and drop it into the window. 5. Add a title and Description (optional). 6. Under audience, set it to ‘No, it's not Made for Kids’. 7. Continue to Visibility and set it as ‘Unlisted’. This will make it so that only people with the link can view the video. It is not searchable by the public.

	<p>Visibility</p> <p>Choose when to publish and who can see your video</p> <div style="border: 1px solid #ccc; padding: 10px;"> <p><input checked="" type="radio"/> Save or publish Make your video public, unlisted or private</p> <p><input type="radio"/> Private Only you and people who you choose can watch your video</p> <p><input checked="" type="radio"/> Unlisted Anyone with the video link can watch your video</p> <p><input type="radio"/> Public Everyone can watch your video</p> <p><input type="checkbox"/> Set as instant Premiere </p> </div>
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<p>Video (cont'd)</p>	<p>8. After the video has been uploaded, click the 'Share' button.</p> <div style="text-align: center; margin: 10px 0;">  </div> <p>9. Copy the video link.</p> <div style="text-align: center; margin: 10px 0;">  </div> <p>10. Submit the link to authoring@healthcareacademy.com.</p> <p>11. More in-depth instructions can be viewed via this website: https://guides.library.ucsc.edu/DS/Resources/VideoWebUpload</p>
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Need assistance?

Forgot your student or administrator password? Having troubles viewing your coursework?
Our support team is just a click or phone call away.

Toll-free support is available Monday through Friday, 8:00 AM to 4:30 PM central time.

Toll Free: 866.323.4169

Office Phone: 507.248.3310

support@healthcareacademy.com