

STATE OF OHIO



Web Content Testing for Agency Administrators

Web Content Testing for Agency Administrators

OAKS ELM TEAM

11/6/2014

Web Content Testing for Agency Administrators



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Web Content Testing for Agency Administrators

Instructions

Enterprise Learning Management (ELM 9.0) has the functionality to launch web-based training. Web-based content will be uploaded into a zip folder onto the ELM SharePoint Upload Site that Agency Administrators can access. This document describes the process of loading SCORM 1.2 web content onto the web server, testing the web content in the development and ELQA ELM environments, and requesting to have web content migrated to production. This process is to be used by e-Learning developers who have the **Agency Administrator** role in ELM 9.0 as well as access to the ELM SharePoint Upload Site. Follow the steps below to complete the process of loading web content to ELM 9.0.

Note: Please ensure access to the ELM SharePoint Upload Site has been obtained before using this document. The ELM team manages account access to this SharePoint Site. The ELM Team will contact you to verify that your access has been given to the ELM SharePoint Upload Site.

Create Catalog Item in All ELM Envrionments

Create the catalog item for the web-based course in all three ELM environments: Development (ELDVB), QA (EL9QAS) and Production (ELPRD).

*Note: If you do not have access to create catalog items in ELM, work with your Agency's Administrator who has the ability to create Catalog Items for web-based trainings. If you do have access to create Catalog Items, reference the **Creating Catalog Item – Web Based** job aid for step by step instructions on how to create a web-based catalog item in ELM.*

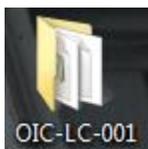
Save Published Content to Folder on Desktop

Note: Prior to performing this task confirm that you have zipping software installed on your computer. If you do not, download free zipping software from either **Win Zip** (<http://winzip.todownload.com>) or **7 Zip** (<http://www.7zip.com>).

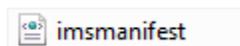
Note: Do not publish your course content as a zipped file.

Create a folder on your desktop and name it the same name as the course code for the catalog item. The name of the folder, the course code for the catalog item, and the e-learning course must all have corresponding names.

1. For example, OIC-LC-001. You may only use dashes (“-”). **Paste Course Content zip file to ELM SharePoint Upload Site to Upload Course Content Zip File to ELM SharePoint Upload Site.**
2. **Copy** the published content files from the folder that the content was published to.
3. **Paste** the files into the new folder with the course code name.



4. Open the new course code folder with the published files and select the **imsmanifest** file. **Right-select** and select **Send to > Compressed (zipped) folder.**



5. **On the course code folder that you placed the published files in Right-select** and select **Send to > Compressed (zipped) folder.**



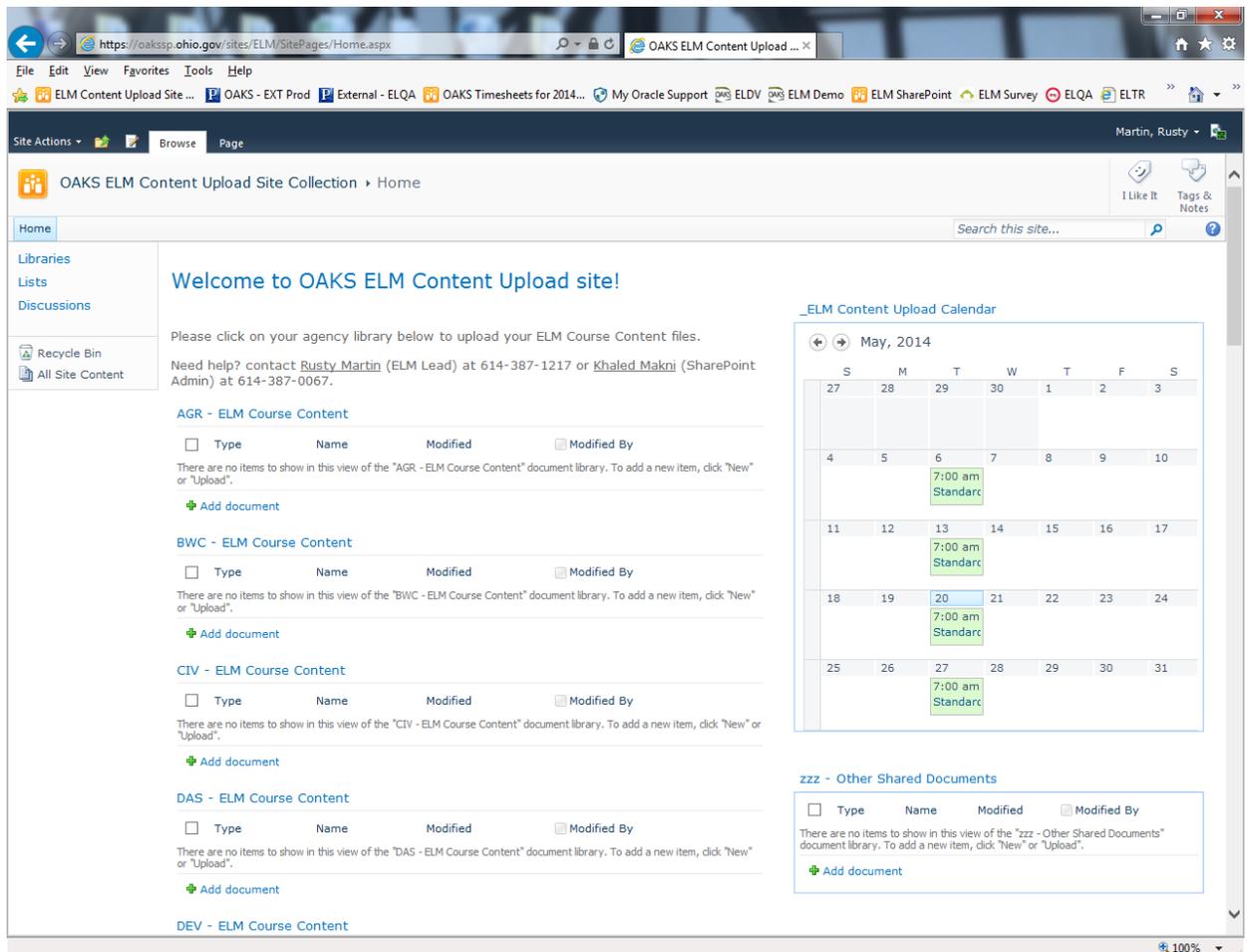
OIC-LC-001.zip

Upload Course Content Zip File to ELM SharePoint Upload Site.

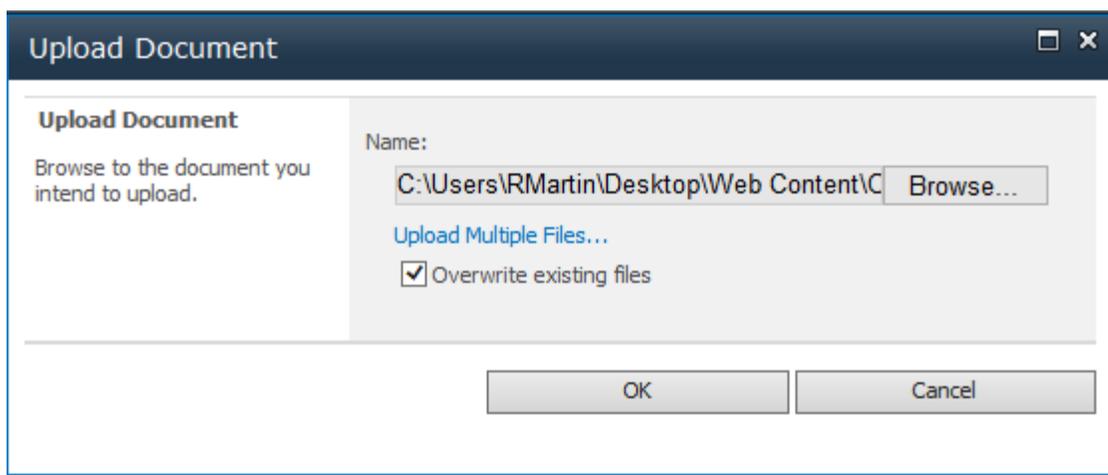
Please note that if you are not able to connect to the ELM SharePoint Upload Site, please create a CRM case to the ELM Team for access to your agencies library.

1. Open Internet Explorer and paste in SharePoint URL:
<https://oakssp.ohio.gov/sites/ELM/SitePages/Home.aspx>

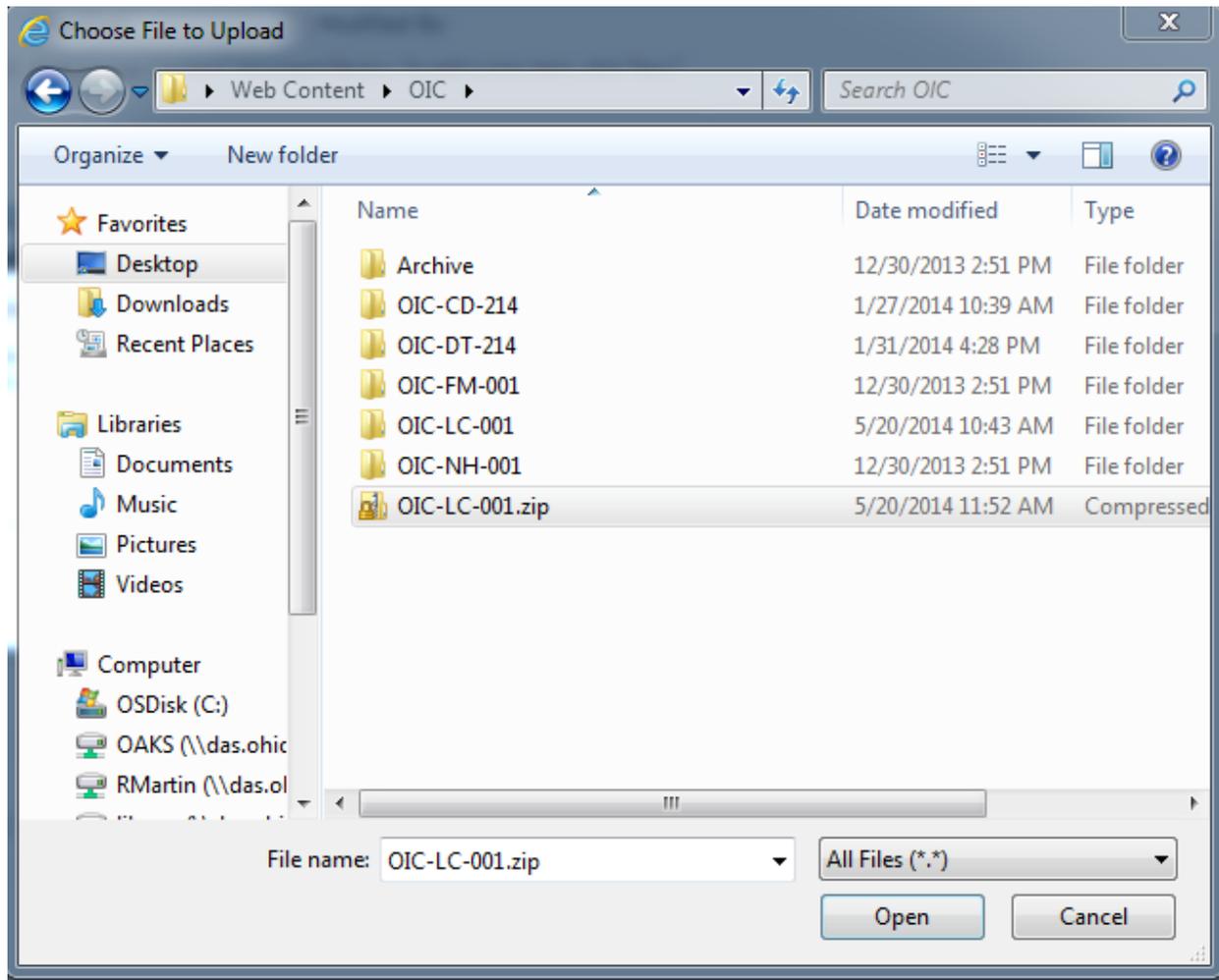
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2. Click Add document under your agencies library .
3. Select **Browse**.



4. Navigate to where you saved the course code zip file and click **Open**.



Note: Depending on which operating system you use your screen shots may look a little different.

5. Click **Ok**.
6. You will receive an email notification that the web content was moved to the ELDV web server and you are now ready to test your agencies we content in ELDV.

Note: The upload timeframe is between 5 - 10 minutes

When making an update to existing course content, please re-publish the new updated content with the same name as the original content so you can re-use the old imsmanifest file for existing tracking data in that environment. If you change the naming convention of the published content in any way you will need to upload a new imsmanifest file and will lose tracking data.

Please note: if the web content already exists in EL9PRD then you will need to use the same file naming convention for the updated published content as the old or you will lose tracking date in the system. Also caching has been turned off for the ELDV web server and the server is bounced every 30

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minutes. If you don't see your updated content in ELDV you can wait the 30 minutes or send an email to the PS Admins asking them to bounce the ELDV web server.

Create Activity in Development (ELDV) and Add ELDV URL

1. Sign into the ELM 9.0 ELDV Application with the LAN IP link below.

Please note: If a password reset is needed for ELDV, Please create a CRM case and assign to Katherine Vanhooose with the ELM Team.

<u>Environment</u>	<u>LAN Connection Logon</u>
ELDV	https://eldv.oaks.ohio.gov/psp/eldv/?cmd=login&languageCd=ENG

2. Navigate to *Enterprise Learning > Catalog > Maintain Activities*.



7. The *Maintain Activities* page appears. Select the *Add a New Value* tab.

Maintain Activities
Enter any information you have and click Search. Leave fields blank for a list of all values.

Activity Code: begins with
Activity Status: = Active
Catalog Item: begins with
Delivery Method: begins with
Start Date: =

Case Sensitive

[Basic Search](#)

[Save Search Criteria](#)

8. On the *Add a New Value* tab, select the magnifying glass next to the *Delivery Method ID* field.

Web Content Testing for Agency Administrators

Maintain Activities

[Find an Existing Value](#) [Add a New Value](#)

Delivery Method ID:

[Find an Existing Value](#) | [Add a New Value](#)

9. Enter the name of the item in the *Catalog Item* field to search for the delivery method.

Look Up Delivery Method ID

Delivery Method ID:

Catalog Item:

Delivery Method Type:

Delivery Method Short Name:

[Basic Lookup](#)

10. Select the *Look Up* button.
11. Select the appropriate link from the list of available *Catalog Items*. This will associate your activity with the appropriate Catalog Item (course.)

Search Results

View All First 1 of 1 Last

Delivery Method ID	Catalog Item	Delivery Method Type	Delivery Method Short Name
2015	OIC Forms Used in a Workers' Compensation claim	Web Based	Web Based

The *Delivery Method ID* field is populated with the *Catalog Item* code. Select the *Add* button.

Maintain Activities

[Find an Existing Value](#) [Add a New Value](#)

Delivery Method ID:

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12. On the **Activity Details** tab, add the specific details to your activity:

The screenshot shows the 'Activity Details' tab in a web application. The form is divided into several sections: 'General Information', 'Payments', and 'Training Units'. Callouts provide instructions for various fields:

- Fields with * asterisks are required.** (Points to fields like *Start Date, *Approval Type, *Status, *Language, *Education Units, *Education Type, and *Facility/Room ID)
- The Activity Code will be entered automatically when the Activity is saved.** (Points to the Activity Code field)
- Enter the Start Date.** (Points to the Start Date field)
- Approval Type will be the default added for Catalog Item. You can change.** (Points to the Approval Type dropdown)
- Status is Pending until the Learning Components are added.** (Points to the Status dropdown)
- Select the magnifying glass to select WEBTRAINING for the Facility/Room ID.** (Points to the magnifying glass icon next to the Facility/Room ID field)
- Determine the Owner with your agency.** (Points to the Owner field)
- Pricing and Training Units sections remain blank.** (Points to the Pricing and Training Units sections)

The form contains the following data:

- Catalog Item:** OIC Forms Used in a Workers' Compensation claim
- Delivery Method:** Web Based
- Activity Code:** (Empty)
- *Start Date:** 04/22/2013
- End Date:** (Empty)
- *Approval Type:** None
- Special Approver:** (Empty)
- Administrator:** (Empty)
- Primary Instructor:** (Empty)
- *Status:** Pending
- *Language:** English
- *Education Units:** 0.00
- *Education Type:** None
- Owner:** Katherine Vanhooose
- *Facility/Room ID:** WEBTRAI
- *Currency Code:** USD
- Internal Price:** 0.00
- Internal Drop Charge:** 0.00
- External Price:** 0.00
- External Drop Charge:** 0.00
- Price:** 0.000
- Drop Charge:** 0.000

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Learning Period

Learning Period: Days

Send Warning: Days

Published Duration

Days: Hours: Minutes:

Display Start and End Date

Start Reminder

Send Reminder: Days

Reminder Date: 

Reminder Template: 

Enrollment

Max Enrollment:

Enrollment Total: 0

Total Open Enrollment: --

Min Enrollment:

Min Enroll Days: Days

Overbook: %

Reserved Seats:

Last Enroll: Days

Last Enroll Date: 

Last Enroll Date = Start Date

Enforce Enrollment Limit

Restrict to Programs

Waitlist

Enable Waitlist

Waitlist Capacity:

Waitlist Total: 0

Waitlist Threshold:

Enter the **Learning Period**.
Learning Period is the number of days after the start date or enrollment date (whichever is greater) that learners have to complete the activity.

Enter the **Publish Duration**.
This is an estimate of how long the activity should take. The activity duration you enter here appears on the Activity Details and Activity Progress pages.

Leave blank.
This is typically used for Instructor Led training.

Enrollment is typically used for Instructor Led training.

Waitlist is typically used for Instructor Led training.

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Grades and Attendance

- Auto Mark Completion
- Launchable from History
- Enforce Prerequisites
- Mark Completion After: Days
- Allow Completion from History

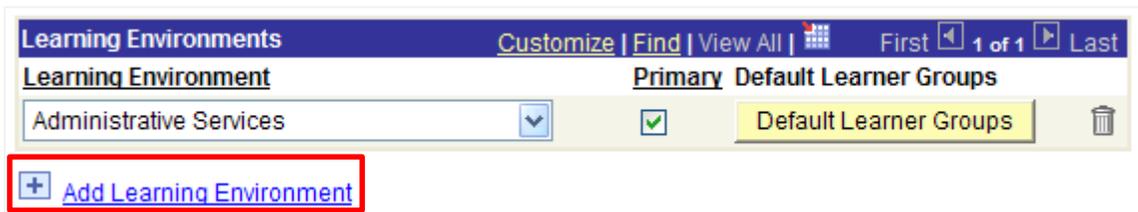
Auto Mark Completion is used to automatically mark sessions complete after a session occurs. Typically used for Instructor Led training.

Launchable from History and Allow Completion from History are used for web-based courses.

Select Enforce Prerequisites only if there are classes the student **MUST** take before enrolling in this one.

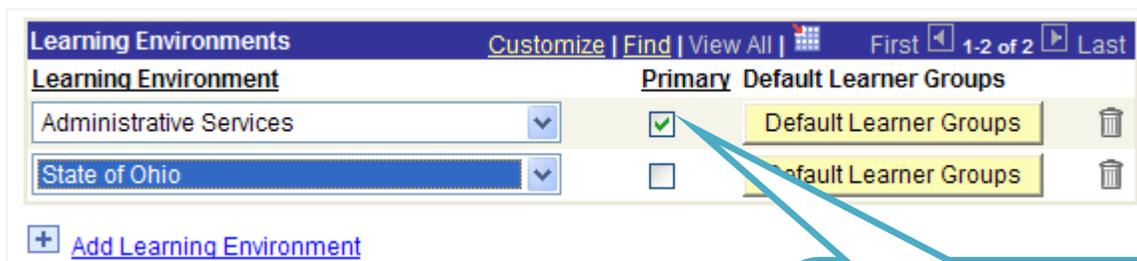
Mark Completion After, indicates the number of days after the session occurs that the system will Auto Mark Complete the session.

13. At the bottom of the *Activity Details* tab, your agency's Learning Environment will already be selected as a *Learning Environment*. This fills the *Learner Group* field with the learner groups designated at the Catalog Item level.
14. Select the *Add Learning Environment* link.



Learning Environments			
Learning Environment	Primary	Default Learner Groups	
Administrative Services	<input checked="" type="checkbox"/>	Default Learner Groups	
+ Add Learning Environment			

15. Select State of Ohio as the other Learning Environment.



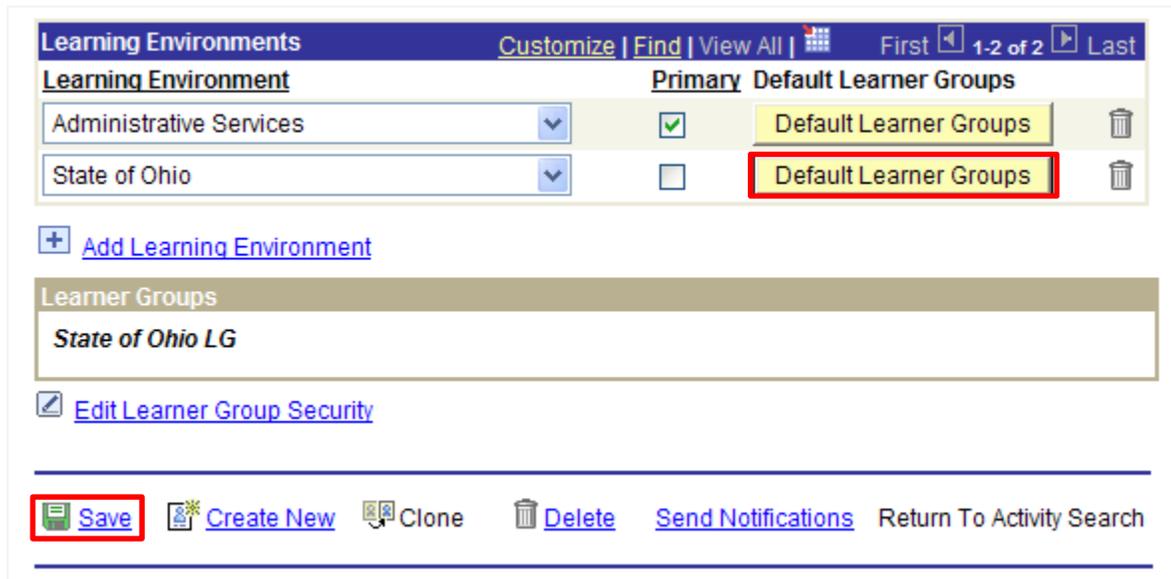
Learning Environments			
Learning Environment	Primary	Default Learner Groups	
Administrative Services	<input checked="" type="checkbox"/>	Default Learner Groups	
State of Ohio	<input type="checkbox"/>	Default Learner Groups	
+ Add Learning Environment			

Notice that the default learning environment, which is your agency environment, is ALWAYS the **Primary** environment.

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16. Select the **Default Learner Groups** button next to **State of Ohio**.

This fills the **Learner Group** field with **State of Ohio LG**.



Learning Environments Customize | Find | View All | First 1-2 of 2 Last

Learning Environment	Primary	Default Learner Groups	
Administrative Services	<input checked="" type="checkbox"/>	Default Learner Groups	
State of Ohio	<input type="checkbox"/>	Default Learner Groups	

[+ Add Learning Environment](#)

Learner Groups

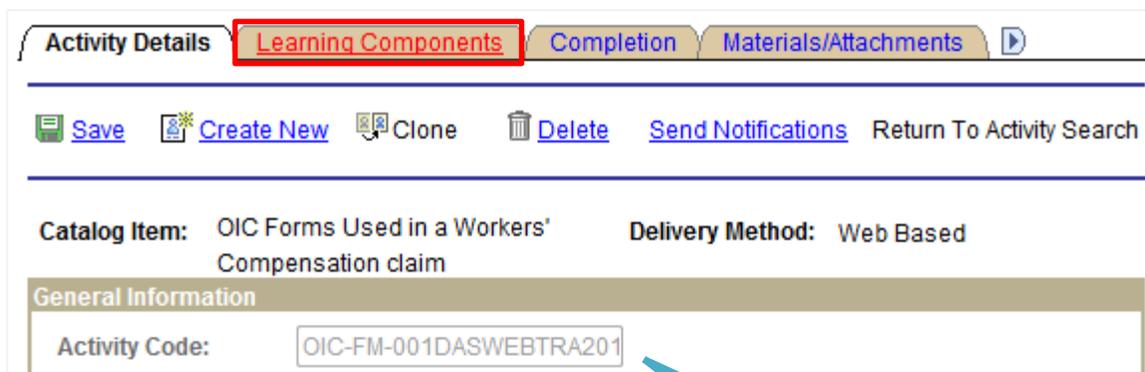
State of Ohio LG

[Edit Learner Group Security](#)

[Save](#) [Create New](#) [Clone](#) [Delete](#) [Send Notifications](#) [Return To Activity Search](#)

17. Click **Save**.

18. Next, select the **Learning Components** tab.



Activity Details **Learning Components** Completion Materials/Attachments

[Save](#) [Create New](#) [Clone](#) [Delete](#) [Send Notifications](#) [Return To Activity Search](#)

Catalog Item: OIC Forms Used in a Workers' Compensation claim Delivery Method: Web Based

General Information

Activity Code:

Notice that the **Activity Code** field is filled in when you save the activity.

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19. On the **Learning Components** tab, select the **Add Component** button.

Activity Details | **Learning Components** | Completion | Materials/Attachments

Catalog Item: OIC Forms Used in a Workers' Compensation claim Activity: OIC-FM-001DASWEBTRA20130422798

[Save](#) [Create New](#) [Clone](#) [Delete](#) [Send Notifications](#) [Return To Activity Search](#)

Activity Learning Component

Please add Learning Components to the Activity

Add Component

[Save](#) [Create New](#) [Clone](#) [Delete](#) [Send Notifications](#) [Return To Activity Search](#)

20. For the classroom portion, select **Sessions**.

Select Learning Component

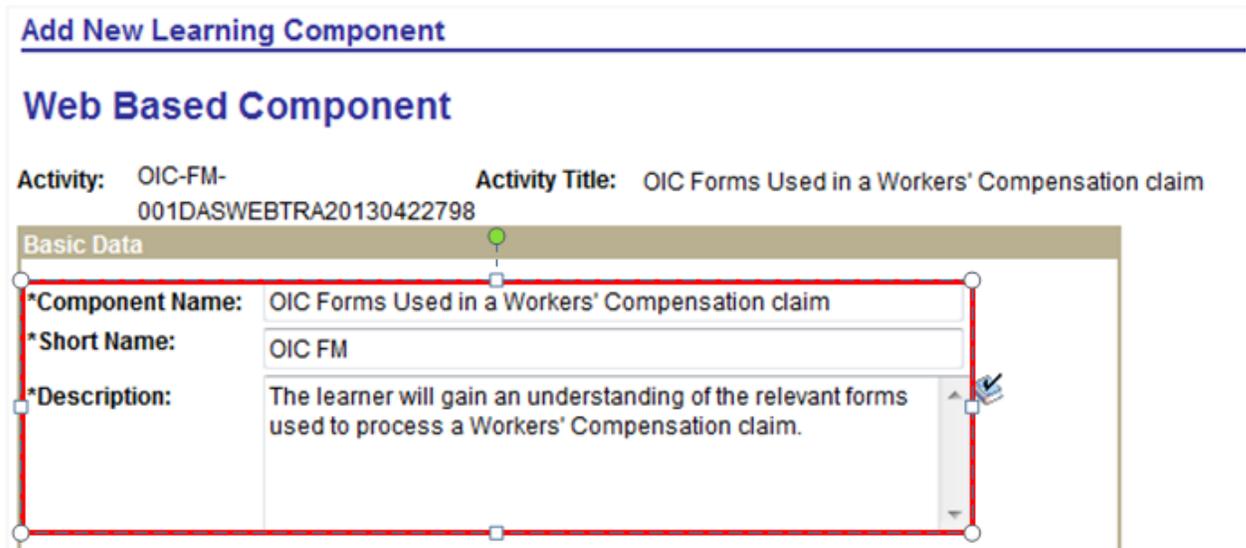
Learning Components Find | View All First 1-6 of 6 Last

Component Type	Description
Web Based	Learning provided through the web.
Sessions	Learning provided through scheduled classroom sessions.
Assignment	Assignment learning component.
Survey	Survey learning component.
Test	Test learning component.
Webcast	Webcast learning component.

[Return to Previous Page](#)

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21. The **Add New Learning Component** page will display. Complete the **Component Name, Short Name, and Description** within the **Basic Data** section.



Add New Learning Component

Web Based Component

Activity: OIC-FM-001DASWEBTRA20130422798 Activity Title: OIC Forms Used in a Workers' Compensation claim

Basic Data

*Component Name: OIC Forms Used in a Workers' Compensation claim

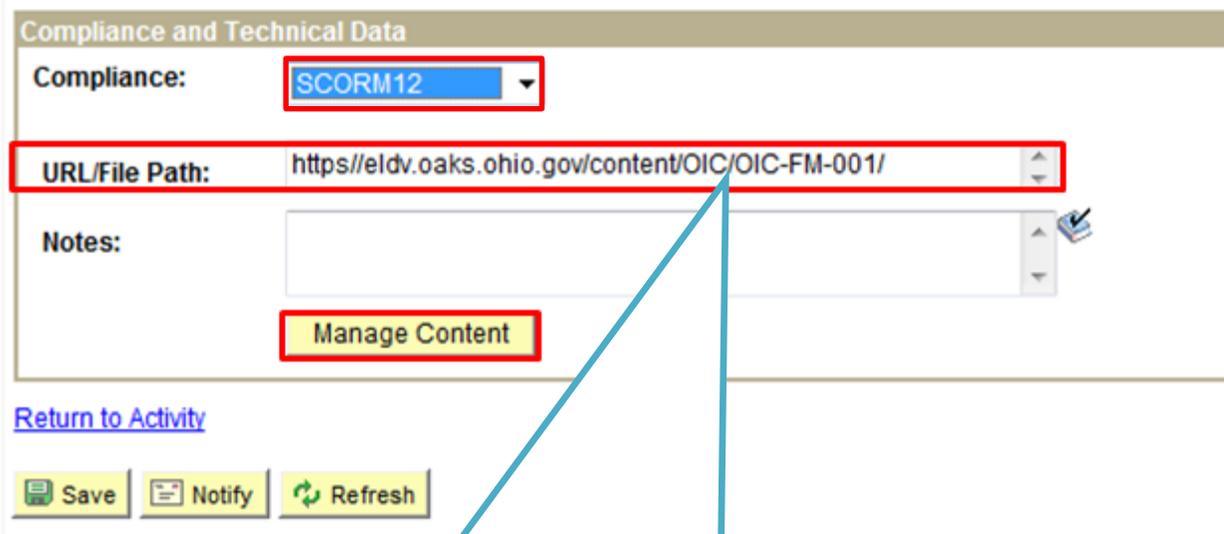
*Short Name: OIC FM

*Description: The learner will gain an understanding of the relevant forms used to process a Workers' Compensation claim.

22. Enter **Compliance** and **URL/File Path:** and select **Manage Content**.

Note: Use the following format when adding the url into the development environment:

[https://eldv.oaks.ohio.gov/content/\[Agency Name\]/\[Course Code Name\]/](https://eldv.oaks.ohio.gov/content/[Agency Name]/[Course Code Name]/)



Compliance and Technical Data

Compliance: SCORM12

URL/File Path: https://eldv.oaks.ohio.gov/content/OIC/OIC-FM-001/

Notes:

Manage Content

[Return to Activity](#)

Save Notify Refresh

When managing web content for upload ensure the URL file path has the following format:
[https://\[Application Address\]/\[Agency Name\]/\[Course Code Name\]/](https://eldv.oaks.ohio.gov/content/OIC/OIC-FM-001/)
<https://eldv.oaks.ohio.gov/content/OIC/OIC-FM-001/>

NOTE: Always include the ending "/" after the name of the content folder.

23. Select the **Upload Zip File** link.



Activity Details

Manage Online Activity Content

Upload the content for the online activity by clicking the appropriate link for each type. When you have successfully uploaded all the files click the Save button.

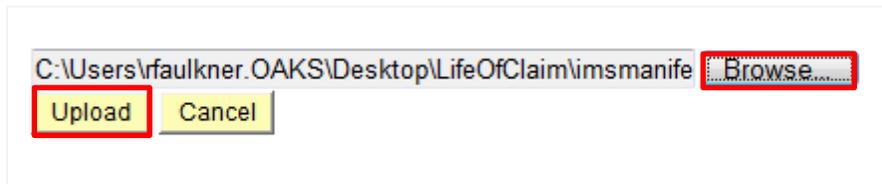
Please load the IMS Content (Zip) file, for this SCORM 1.2 compliant activity.

Select SCORM File

[Upload Zip File](#)

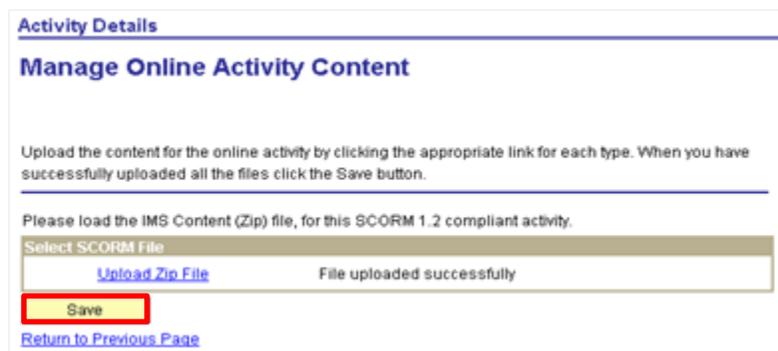
[Return to Previous Page](#)

24. Select the **Browse** button to navigate to the imsmanifest.zip file from the web content folder from your desktop. Select the **Upload** button to upload the imsmanifest.zip file to ELM.



C:\Users\rfaulkner.OAKS\Desktop\LifeOfClaim\imsmanife

25. To save the uploaded imsmanifest.zip file to ELM 9.0, select on the **Save** button.



Activity Details

Manage Online Activity Content

Upload the content for the online activity by clicking the appropriate link for each type. When you have successfully uploaded all the files click the Save button.

Please load the IMS Content (Zip) file, for this SCORM 1.2 compliant activity.

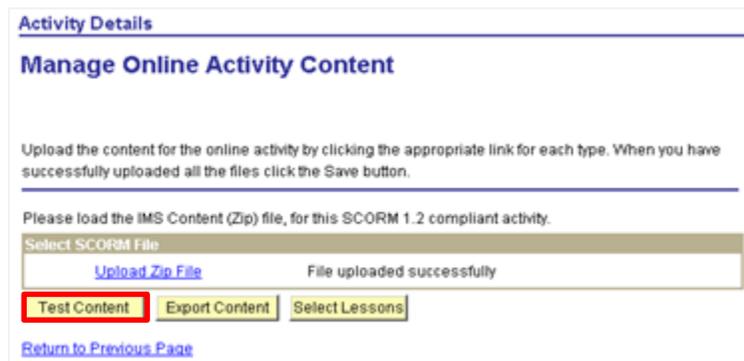
Select SCORM File

[Upload Zip File](#) File uploaded successfully

[Return to Previous Page](#)

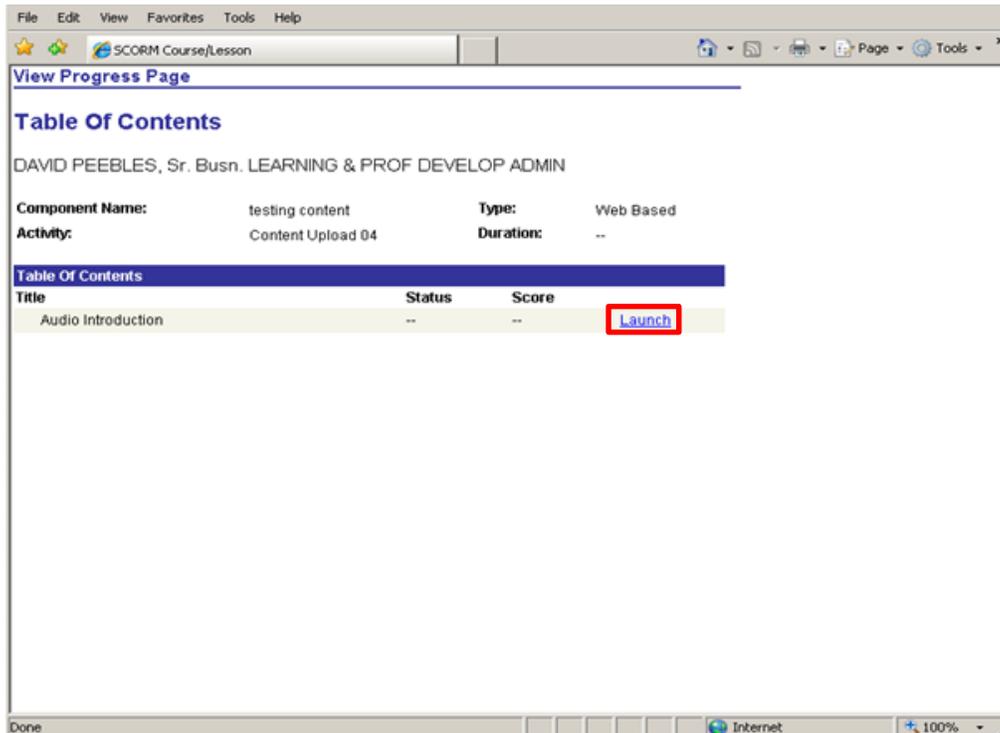
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26. Select **Test Content** button.



27. The **View Progress Page** for the course will display in a new browser. Select **Launch** link to test your content launching from ELM 9.0.

Note: Make sure your popup blockers are turned off.



28. If published properly, your web content should launch without error. You may or may not receive a **The lesson was tested successfully** message. If you do not receive this message and your content still launched, your content is connecting to ELM 9.0 and is working correctly.

29. Select the **X** in the upper right hand corner of the web content window frame to exit the content. If the content has an **Exit** button, select it to exit the content. Do the same for the ELM Table of Contents page as well.

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30. Select the **Return to Activity** link.
31. If your course requires a passing score to pass the course then, select the **Completions** tab and check **Passing Required** and enter the score (percentage) needed to pass the course.
32. Finish creating the activity and put the activity in **Active** status.
33. Click **Save**.
34. Sign out of ELM 9.0 (ELDV).

Test in Development (ELDV)

Next, you will perform a series of tests to ensure your content is working properly if your content does not have a quiz please complete Test 1 and 2a. If your content does have a quiz please complete Test 1, 2b and 3.

Test 1 - Launch Web Content and Exit

Perform this test for all course content, with or without a quiz.

1. Wait a one hour for the Verity/Catalog Search index process to run. If needed immediately, contact the ELM Team.
2. Sign into **ELM 9.0 (ELDV)**, <https://eldv.oaks.ohio.gov/psp/eldv/?cmd=login>.
3. Navigation: **Self Service** > **Learning** > **Search Catalog**.
4. From the **Search Catalog** page, enter the name of your newly created web-based catalog item/activity and select the **Search Activities** button.

A screenshot of the "Search Catalog" interface. At the top, the title "Search Catalog" is displayed in blue. Below it, there is a section for "Select Search Category:" with four options: "Activities", "Catalog Items", "Programs", and "All". The "Activities" option is selected. Below this, there is a search input field labeled "Search the Catalog:" containing the text "CATS System Training". To the right of the input field is a yellow button with a red border labeled "Search Activities".

Search Catalog

Select Search Category: **Activities** | [Catalog Items](#) | [Programs](#) | [All](#)

Search the Catalog: **Search Activities**

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5. **Search Results** will display. Select on the **Enroll** link to enroll yourself into the web based course.

Search Results: Previous Next

Results 1 - 1 of 1 for CATS System Training

CATS System Training (JFS-SW-001)	Web Based	Enroll
---	-----------	---------------

CATS user training

This activity Starts on 04/29/2013 at a price of 0 USD

6. From the **Enroll In Activity** page, select on the **Submit Enrollment** button.

Enroll In Activity

Review Information

Katherine Vanhooose, Business T, OAKS Management

Activity Name:	CATS System Training	Type:	Web Based
Activity Code:	JFS-SW-001JFSWEBTRA20130429644	Contact:	=
Price Per Seat:	0.00 USD	Drop Charge:	0.00 USD
Start Date:	04/29/2013	End Date:	--
Last Enrollment Date:	--	Last Drop Date:	--
Available Seats:	--	Available Waitlist:	0
Language:	English		

* Required Field

Submit Enrollment [Search Catalog](#) [Browse Catalog](#)

7. From the **Enroll In Activity** page, select the **Launch** link.

Enroll In Activity

Enrollment Confirmation

Katherine Vanhooose, Business T, OAKS Management

✓ You have successfully enrolled in CATS System Training. This change in status will be updated on the All Learning page.

Activity Name:	CATS System Training	Type:	Web Based
Activity Code:	JFS-SW-001JFSWEBTRA20130429644	Contact:	=
Price Per Seat:	0.00 USD	Drop Charge:	0.00 USD
Enrollment Status:	Enrolled	Confirmation Number:	1339055
Start Date:	04/29/2013	End Date:	--
Last Enrollment Date:	--	Last Drop Date:	--

[Launch](#)

[Search Catalog](#) [Browse Catalog](#) [My Learning](#) [Request New Learning](#)

8. From the *View Progress Page*, select the *Launch* link.

View Progress Page

Table Of Contents

Katherine Vanhooose, Business T OAKS Management

Note: Training content may take up to two minutes to launch.

Component Name:	CATS System Training	Type:	Web Based
Activity:	CATS System Training	Duration:	--

Table Of Contents		
Title	Status	Score
Course Object title	Not Attempted	Launch

[Return To Activity Progress](#)

9. The course will be displayed in a separate window. Close out of the course by select on the **X** within the course browser window to exit the course.
10. From the *View Progress Page*, select the *Return To Activity Progress* link.
11. The *Activity Progress Page* should appear and look like the page below. This completes the first test.

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Activity Progress

CATS System Training

Katherine Vanhooe, Business T, OAKS Management

Activity Name:	CATS System Training	Type:	Web Based
Activity Code:	JFS-SW-001JFSWEBTRA20130429644	Contact:	=
Price Per Seat:	0.00 USD	Drop Charge:	0.00 USD
Enrollment Status:	In-Progress	Confirmation Number:	1339056
Start Date:	04/29/2013	End Date:	--
Last Enrollment Date:	--	Last Drop Date:	--

Progress [Schedule](#) [Grades and Attendance](#) [Notes and Attachments](#) [Payment Details](#) [Approvals](#)

Activity Progress Summary

Progress:	In-Progress	Grade:	Not Marked
Passing Status:	Pending	Comments:	

Activity Syllabus

To receive credit for this activity you must complete all required tasks.

1 [CATS System Training](#) [Re-Launch](#)

Short Name Web Based

Progress: In-Progress

Drop

Test 2a – Complete Entire Course

Perform this test only if your course does not have a quiz. Skip to test 2b if your course has a quiz.

1. Sign into **ELM 9.0 (ELDV)**, <https://eldv.oaks.ohio.gov/psp/eldv/?cmd=login>.
2. Navigation: **Self Service > Learning > All Learning**
3. Click **Launch**.
4. Navigate the course you tested in the previous test.
5. From the Activity Progress page, select the **Re-Launch** link.

6. From the **View Progress Page**, select **Re-Launch**.

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[View Progress Page](#)

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Katherine Vanhoose, Business T OAKS Management

Note: Training content may take up to two minutes to launch.

Component Name: CATS System Training Type: Web Based
 Activity: CATS System Training Duration: --

Table Of Contents			
Title	Status	Score	
Course Object title	Incomplete	0	Re-Launch

[Return To Activity Progress](#)

- The course will be displayed in a separate window. Complete the web content until the end viewing every page. Select on the **X** in the upper right hand corner of the browser window or the exit button if one exists.
- From the **View Progress Page**, select the **Return to activity Progress** link.
- The **Activity Progress** page should look like the page below.

Activity Progress

CATS System Training

Katherine Vanhoose, Business T, OAKS Management

Activity Name: [CATS System Training](#) Type: Web Based
 Activity Code: JFS-SW-001JFSWEBTRA20130429644 Contact: --
 Price Per Seat: 0.00 USD Drop Charge: 0.00 USD
 Enrollment Status: Completed Confirmation Number: 1339056
 Start Date: 04/29/2013 End Date: --
 Last Enrollment Date: -- Last Drop Date: --

Progress [Schedule](#) [Grades and Attendance](#) [Notes and Attachments](#) [Payment Details](#) [Approvals](#)

Activity Progress Summary			
Progress:	Completed	Grade:	Not Marked
Passing Status:	Completed	Comments:	

Activity Syllabus
 To receive credit for this activity you must complete all required tasks.

1 [CATS System Training](#) [Re-Launch](#)
 Short Name Web Based
 Progress: Completed

[Drop](#)

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10. If your course passes this test, everything is working as it should and you are ready to have the course moved to QA. Proceed to the next step, ***Request Content to Migrate to QA.***

Test 2b - Fail Quiz (Quiz only)

Perform this test only if your course has a quiz. Take the quiz that was created in your SCORM 1.2 compliant content and fail the test.

A screenshot of a browser window showing a quiz failure summary. The browser's address bar shows "FinalSummary". The main content area displays the following statistics:

Your Score:	40
Max Score:	100
Questions Correct:	4
Number of Questions:	10
Accuracy:	40%
Number of Quiz Attempts:	1

You did not answer enough questions correctly to pass. Take a moment to review those areas where you were unsure and try again. Click the browser back button to return to the course.

Continue

1. Exit out of your SCORM 1.2 compliant content and hit the Return to Activity Progress link in ELM.
2. (The page should be displayed below after hitting Return to activity Progress link).

Activity Progress

Content Upload 04

DAVID PEEBLES, Sr. Busn., LEARNING & PROF DEVELOP ADMIN

Activity Name: [Content Upload 04](#) **Type:** Web Based
Activity Code: CU4 **Contact:** --
Price Per Seat: 0.00 USD **Drop Charge:** 0.00 USD
Enrollment Status: Completed **Confirmation Number:** 7392
Start Date: 08/26/2009 **End Date:** 09/10/2009
Last Enrollment Date: -- **Last Drop Date:** --

Progress: [Schedule](#) [Grades and Attendance](#) [Notes and Attachments](#) [Payment Details](#) [Approvals](#)

Activity Progress Summary			
Progress:	Not Completed	Grade:	Not Marked
Passing Status:	Not Completed	Comments:	

Activity Syllabus
 You must complete this activity by 09/10/2009.
 To receive credit for this activity you must complete all required tasks.

1 [testing content](#) [Re-Launch](#)
Short Name: Web Based
Progress: Completed

3. Select the Re-Launch link to see your failed score

View Progress Page

Table Of Contents

DAVID PEEBLES, Sr. Busn. LEARNING & PROF DEVELOP ADMIN

Component Name: testing content **Type:** Web Based
Activity: Content Upload 04 **Duration:** --

Table Of Contents			
Title	Status	Score	
Audio Introduction	Failed	40	Re-Launch

[Return To Activity Progress](#)

Note: If you are not returning a score, you need to troubleshoot your SCORM 1.2 web content and check your publishing settings to return a score.

After you have modified your web content you will need to upload new content to the web server and continue through testing until your content returns a score.

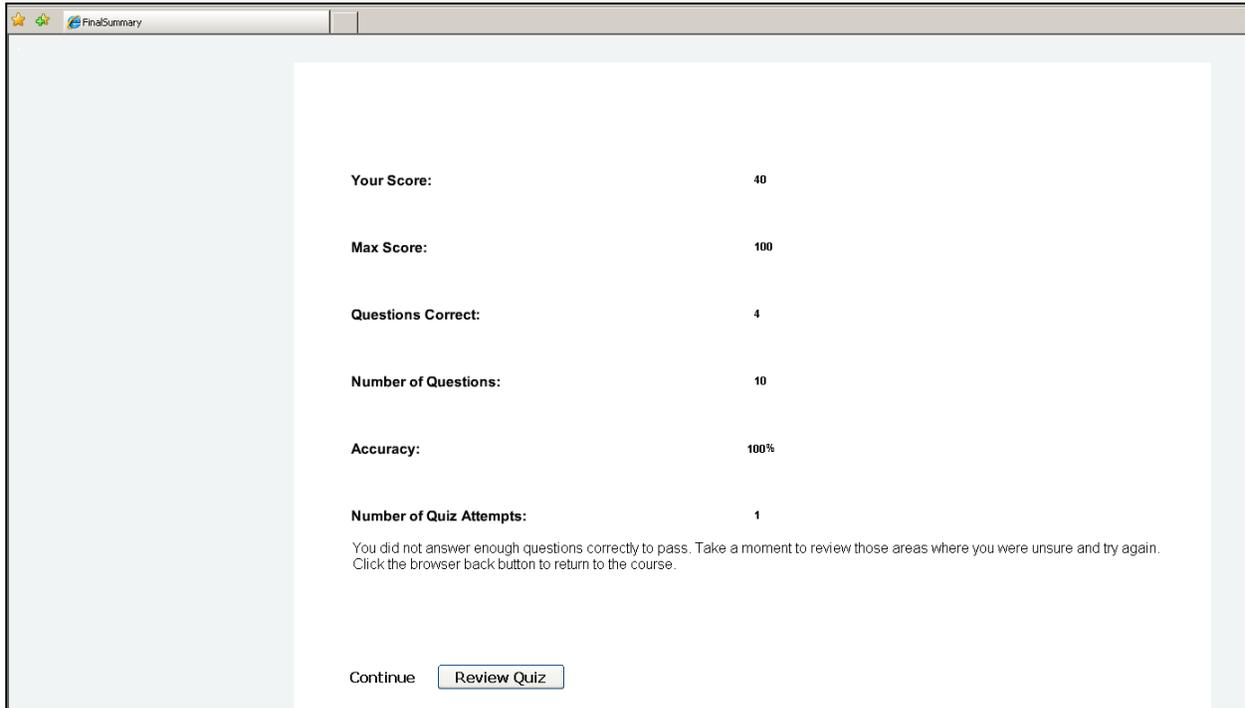
Web Content Testing for Agency Administrators



Test 3 – Pass Quiz (Quiz only)

Perform this test only if your course has a quiz.

1. Select the Re-Launch link to re-launch the content.
2. Take the quiz that was created in your SCORM 1.2 compliant content and **pass** the quiz.



3. Exit out of your SCORM 1.2 compliant content and hit the Return to Activity Progress link in ELM.
4. The page should be displayed below after hitting Return to activity Progress link.

Web Content Testing for Agency Administrators



Enterprise Learning Management
Home

Menu

Search:

- My Favorites
- Self Service
- Personal Information
- Learning
 - My Learning
 - Search Catalog
 - Browse Catalog
 - All Learning
 - Certification Status
- Manager Self Service
- Enterprise Learning
- Partners
- Catalog Management
- Set Up ELM
- Reporting Tools
- PeopleTools

Activity Progress

Content Upload 04

DAVID PEEBLES, Sr. Busn., LEARNING & PROF DEVELOP ADMIN

Activity Name:	ContentUpload_04	Type:	Web Based
Activity Code:	CU4	Contact:	--
Start Date:	08/26/2009	End Date:	09/10/2009
Last Enrollment Date:	--	Last Drop Date:	--

Price Per Seat: 0.00 USD Drop Charge: 0.00 USD

Enrollment Status: Completed Confirmation Number: 7392

Progress: [Schedule](#) [Grades and Attendance](#) [Notes and Attachments](#) [Payment Details](#) [Approvals](#)

Activity Progress Summary	
Progress:	Completed
Grade:	Not Marked
Passing Status:	Completed
Comments:	

Activity Syllabus
 You must complete this activity by 09/10/2009.
 To receive credit for this activity you must complete all required tasks.

1 [testing content](#) [Re-Launch](#)

Short Name: Web Based
Progress: Completed

5. Select the Re-Launch link to see your score

Enterprise Learning Management
Home

Menu

Search:

- My Favorites
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View Progress Page

Table Of Contents

DAVID PEEBLES, Sr. Busn., LEARNING & PROF DEVELOP ADMIN

Component Name:	testing content	Type:	Web Based
Activity:	Content Upload 04	Duration:	--

Table Of Contents		
Title	Status	Score
Audio Introduction	Passed	100

[Return To Activity Progress](#)

Request Content to Migrate to QA (EL9QAS)

If your SCORM 1.2 web content has passed the tests, you are ready to have your content put into the EL9QAS environment.

Web Content Testing for Agency Administrators

Migrations to Non Production environments (ELDV to EL9QAS) occur between 10am to 2pm and 2pm to 5pm. If a Non Production migration is requested before 10am the migration will occur during the 10am to 2pm timeframe. If before 2pm the migration will occur during the 2pm to 5pm timeframe. If the migration will not occur during the timeframe Managed Services will notify the requester that the migration will be delayed. If the EL9QAS environment needs to be taken down for troubleshooting web content issues, Managed Services will provide a 1 hour notice.

1. Send an e-mail requests to Accenture, soo.servicedesk@accenture.com, and CC John Metzger, Eric Kaufman OAKS MS PSADMIN, OAKS MS HCM, David Peebles, Kathy Vanhooose and Rusty Martin, requesting:
 - To have the web server cache and app server cache for EL9QAS cleared.
 - To migrate your folder path from ELDV to EL9QAS.

Note: If the migration is an emergency migration email Accenture at soo.servicedesk@accenture.com and CC John Metzger, Eric Kaufman, OAKS MS PSADMIN, OAKS MS HCM, David Peebles, Kathy Vanhooose and Rusty Martin requesting for the emergency migration from ELDV to EL9QAS along with a description for the emergency migration.

Test in QA (EL9QAS)

1. Sign into the ELM 9.0 EL9QAS Application with the LAN IP link below.

<u>Environment</u>	<u>LAN Connection Logon</u>
EL9QAS	https://elqa.oaks.ohio.gov/psp/elqa/?cmd=login&languageCd=ENG

2. Create your learning activity referencing the instructions above, Create Activity in Development (ELDV) and Add ELQA URL.
3. Enterprise Learning > Catalog > Maintain Activities.
4. When adding the learning component, use the URL below for the EL9QAS web server.

<u>Environment</u>	<u>LAN URL File Path</u>
EL9QAS	https://elqa.oaks.ohio.gov/content/[Agency Name]/[Name_Content_Folder_Uploaded]/

Note: Always include the ending "/" after the name of the content folder.

5. Test web content in the EL9QAS environment, repeating the same tests you performed in the development environment.

Web Content Testing for Agency Administrators

Request Content to Migrate to Production (ELPRD)

Migrations to Production environments happen once a week on Tuesday after 5pm. If the migration to production is an emergency, notify the ELM Functional Team (ELMSupport@das.ohio.gov) by 12:00 pm noon, with a description for an emergency migration so that they may obtain approvals for an emergency migration. If approved, Emergency migrations to production may occur after 5pm on the current business day. If content is not migrated that evening, the ELM Team will notify the agency of the migration not occurring. The content then should be moved to production the following evening.

1. If the content passes in EL9QAS, notify the ELM Functional Team (ELMSupport@das.ohio.gov) to request for content to be migrated to ELPRD.
2. The ELM Functional Team (ELMSupport@das.ohio.gov) will obtain all necessary approvals through SA, MS and OSS and e-mail Accenture at soo.servicedesk@accenture.com and CC OAKS OAKS MS PSADMIN, OAKS MS HCM requesting migration of your folder path for content moving from EL9QAS to ELPRD and request the web server cache and app server cache for ELPRD be cleared along with attaching all approvals.
3. Managed Services will notify the ELM Team, SA, and the ELM Agency Requester/ELM Agency Point of Contact via email which includes a report of the web content folders placed on the ELM production web server. The report will include the folder name and the time the folder was placed on the server.
4. The ELM Agency Requester/ELM Agency POC will be notified of the migration to production.
5. The ELM Team will also validate per the migration request that the appropriate web folders were migrated to production. If there are any folders missing, the ELM Team will work with MS and SA to migrate the missing web content folders and notify the ELM Agency Requester/ELM Agency POC.
6. You or the Agency Administrator should create the web-based activity in production.
7. When adding the learning component, use the production URL below for EL9PRD web server.

<u>Environment</u>	<u>LAN URL File Path</u>
EL9PRD	https://elm.oaks.ohio.gov/content/[Name Content Folder Uploaded]/

Note: If the migration of content to ELPRD is a replacement of existing content, the Agency Administrator must remember to upload the new imsmanifest.zip file in the Activity after the content has been replaced.

Congratulations! You have successfully uploaded web content to ELM and your web-based course is ready for enrollment.

Web Content Testing for Agency Administrators



Commonly Used Terms

<u>Term</u>	<u>Definition</u>
ELDV	Enterprise Learning Development environment where developers/ technicians build their product and do initial testing to ensure it is built as designed
ELQA	Enterprise Learning Quality Assurance environment where users test product and ensure it is built as designed
PAQA	Portal application quality assurance environment contains the MyOhio portal page overlay
RDP	Remote Desktop Protocol allows a user to connect to a development / QA webserver to upload, store and access files
WBT	Delivery method for a course within ELM
Assignment	Delivery method for a course within ELM
MSP	Managed Services Provider, contractors that move content through the environments once tested and approved by users