

LCMS Requirements

1.0 General

1.1. Use a Module for Units and Lessons

General Information: The LCMS breaks projects down by:

- Course
 - Module
 - Learning Object
 - Pages
 - Test Questions (section)

One or more of each may fall directly under the parent object as identified in the list above.

Requirement: Use a single “Module” for each Unit and/or Lesson in your course.

1.2. Use a Separate Learning Object for Content Related to Single Course Objective

Requirement: Each module (Unit/Lesson) may have multiple Learning Objects under it. Place all content related to a single Enabling Objective within a single Learning Object. You may use separate Learning Objects for content that is not related to a specific course objective. For example, you will have a separate if your lesson has 3 enabling objectives, you will have 5 learning objects:

1. Lesson Intro Content
2. Enabling Objective 1 Content
3. Enabling Objective 2 Content
4. Enabling Objective 3 Content
5. Lesson Summary Content

Reasoning: Learning Objects may be shared with other courses. By separating content as mentioned in the requirement, it will make it easy to find and reuse all content related to a single objective.

2.0 Branding/Theming

2.1. Required Screens

Requirement: The following screens are required in all courses:

- Course Introduction
- Lesson Introductions (for each lesson)
- Lesson Summaries (for each lesson)
- Course Summary

2.2. Required Content

Requirement: The following content must be included within your course content:

- Course Objectives – Included at the beginning and end of the course.

- Lesson Objectives – Included at the beginning and end of each lesson.
- Course and Lesson Expected Completion Time – Included at beginning of course and lessons.

2.3. Course Must Use One of Specific Themes

Requirement: Courses must use of the Themes included below. Each theme may be better for one thing or another as mentioned below:

- FEMA – ILT Theme: Best for student/instructor manual style training.
- FEMA Web Theme: Best for asynchronous delivery

2.4. Hero Image Should Not Be Used in Instructor Led Courses








Requirement: Since the hero image replaces the blue background on the first page, it must NOT be used.

2.5. Course Verified Working in Full Preview

Requirement: Student must be able to access all required content. If a theme is being used that doesn't include navigation, you must add all required navigation to the course pages.

2.6. Notes in Instructor Led Courses Must Use Appropriate Icons

Requirement: All notes (Instructor & Student), Activities, etc. Should use the *Callout Box* element. The icon used depends on the type of note. Use the table below:

Type of Note	Icon Name	Icon
Instructor Note	User	
Student Note	Book	
Discussion Question	Question	
Activity	Users	
Handout	File Outlined	
Train the Trainer	Graduation Cap	
Video	Video Camera	

3.0 Content

3.1. Videos in MP4 Format

Requirement: All videos must be in .mp4 format.

3.2. Videos include captions as VTT

Requirement: Videos must all include caption as separate .vtt file. Caption must be added to the media object.

3.3. Audio in MP3 Format

Requirement: All audio must be in MP3 Format

4.0 Project Settings & Metadata

4.1. All Course Specific Content Must Be Added to LCMS

Requirement: Any document or content created for the specific course must be loaded into the LCMS as an asset and referenced within the course. Example: If a PDF is created outside of the LCMS specifically for use within the course being developed, it should be loaded and added as a course resource.

Reasoning: The LCMS is intended to function as a central repository for all course content/developmental materials. This ensures easy maintenance during revisions and allows course developers to access content from a single shared (LCMS) repository.

4.2. All Applicable Terms Have Glossary Links

Requirement: Glossary links have been created for each applicable term. These are terms that are related to course objectives and/or integral to the course.

4.3. Description Metadata

Requirement: Description Metadata must be filled out.

4.4. Collection Selected

Requirement: Collection must be set. Normally this will be “Instructor Led” or “Web” depending on the type of course.

4.5. Branch Selected

Requirement: Course branch must be selected.

4.6. Mission Area Selected

Requirement: Mission Area (Primary) must be selected.

5.0 Assessments

5.1. Pass Mark Set to 75%

Requirement: The course pass mark must be set to 75%.

5.2. Objectives Selected for Each Learning Object

Requirement: Each learning object (part of the hierarchy) that addresses an objective must have the enabling objective selected. Prior to this being possible, an admin will need to enter the objectives into the system. If they are unavailable, contact an admin.

5.3. Knowledge Checks (Ungraded) added as Practice Questions

Requirement: When questions are added to a course, ensure that they are added as “a practice question”.

6.0 Compliance

6.1. All Reviewer Notes Have Been Addressed

Requirement: All reviewer notes have been reviewed. Status should be changed to something other than Open or In-Progress.

6.2. Course has been reviewed (by you and your team) for 508 and meets 508 requirements.

Requirement: Course materials must meet 508 requirements. Your team should ensure that the materials meet requirements prior to submitting to EMI.

Individual high level 508 items to review can be found under the Accessibility checklist. The course must meet standards posted on DevRes.

7.0 Other

7.1. Course Developed in LCMS

Requirement: The course must be developed in the LCMS. Other software may be used to create videos or images, but generally all individual interactions should be developed in the LCMS.

7.2. All Pages Committed

Requirement: Each page must be committed once it is complete. Use the “Commit” button at the bottom right of each page. Committing is used to create a version of a page. Pages may be committed at various stages, but must be all committed prior to submitting the draft course for review. Commit comments may be left blank.