# MyCareer@PCC Learning Suite Primer
## Virtual Training

## Learning Objects

Learning Objects (LOs) are training items in the system that can take the form of events and sessions, materials, videos, tests and curricula.

### Materials

Materials can take the form of an uploaded file or a web URL.

The supported file types are: doc, docx, xls, xlsx, ppt, pptx, pdf, pps, ppsx, zip, jpg, jpeg, and gif.

The maximum file size is 50 MB. The file name character limit is 120.

### Videos

Video LOs can be created by uploading video files or embedding videos from YouTube.

The supported file types are .mpg, .mpeg, .wmv, .flv, .m4v, and .mp4.

The maximum file size is 500 MB.

### Tests

Tests can be delivered as standalone learning objects, or can be associated with any variety of learning objects contained in MyCareer@PCC.

The following response types are available in the system:

- Yes/No
- True/False
- Multiple Choice/Single Answer
- Multiple Choice/Multiple Answer
- Text Only
- Free Form (Essay)
- Click On Image

You can upload an image or video[1] for use in a test question if you would like. However, if a video is uploaded, the Click on Image response type is not available. You can also input answer explanations for each question if you would like.

### Online Courses

Many staff trainings are fairly static and can be designed using materials, videos and tests described above. Online courses are better suited to presenting interactive and/or dynamic content.

An online course is an electronic learning course that can be completed asynchronously within the system or offline using the Offline Player. An online course is comprised of SCORM compliant files that are bundled into a zip file.

### SCORM

SCORM (Shareable Content Object Reference Model) is a set of technical specifications meant to standardize the creation and delivery of eLearning content. SCORM compliant courses can track specific pieces of data that can be

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[1]Test question image and video maximum file size is 50MB. Supported file types are .gif, .jpg, .bmp, .wmv, .flv, and .mp4

passed back to the LMS. Completion status, total time spent and assessment scores are examples of the information being tracked.

**Authoring Tools**

To create a SCORM compliant online course, you will need to use an eLearning authoring tool. The Office of Professional and Organizational Development (POD) uses Camtasia and Articulate Storyline 3 depending on the need and complexity of the content.

Camtasia is primarily used for screen recording and video editing and is best suited to how-to videos, presentation recording and video lessons. In addition to screen recording, you can add effects, annotation and callouts to your video and even add quizzes. Content can be exported as SCORM packages. This training video is a good example of what Camtasia can help you build.

Articulate Storyline is a well-known authoring tool with many powerful features. Storyline is best suited to courses that require a high degree of interactivity, branching paths or games. This drag-and-drop activity is a good example of what Storyline can help you build.

For more information regarding these authoring tools consider taking the following LinkedIn Learning courses:

- Camtasia 2020 Essential Training: The Basics
- Articulate Storyline Essential Training

## Curricula

A curriculum is a defined group of learning objects which act and function as a single learning object in the system. A curriculum can include classroom events (ILTs), online courses, materials, videos and tests. Once created, curriculum acts as a single learning object for users to search for and request, for managers to assign and approve, and for administrators to track and report.

## Uploading Content

Once you have built the LOs for your training, you will upload you content to MyCareer@PCC. Please review the Learning Administrators: Resources website for additional process guides.