

# Steps for Adding a Course to DOI Learn

## Definitions and Acronyms

- *Vendor/Course Owner*: the person who contracts for or otherwise develops the online course
- *BTM*: Bureau Training Manager; Career Field Training Manager
- *DOI Learn Administrator*: Technical point of contact for DOI Learn who is entering the course
- *SME*: Subject Matter Expert; individual who is responsible for the content of the course
- *UDT*: User Defined Task; an online course that resides on a server outside the DOI Learn platform. UDT courses have a URL link in DOI Learn that transfers the learner from DOI Learn to the site where the course is hosted.
- *OLT*: Online Training; a course that resides on the DOI Learn server. OLT courses must be SCROM packaged.

## Course Creation

The Vendor/Course Owner provides the BTM with the course creation form, which includes:

- Course name
- Type of course (UDT or OLT)
- Course description
- Learning objectives
- Target audience
- NPS only or Department wide (if this is left blank, the course does not show up in the course catalog)
- OPM subtype
- Competencies covered by the content and at what level (entry/1, intermediate/2 or advanced/3)
- UDT courses must have the URL link for the course
- Both UDT and OLT courses require a message to let the DOI Learn Administrator know if the course requires a test in DOI Learn

The BTM:

- Ensures the content and target audience match the competency level
- Ensures all needed items are completed
- Assigns a Course Code using the standard format NPS-AAANNNN; A = the 3-letter designation for the career field, N = 4-digit number for the course. Ideally, the first

number of the course number should reflect the level of the course (e.g., 1 = basic, 3 = intermediate, 5 = advanced)

- Submits the course creation form to [doilearn@nps.gov](mailto:doilearn@nps.gov)

The DOI Learn Team will set up the course in DOI Learn within 5 business days of the receipt of the the completed and accurate course creation form.

## Course Review

Before a course is live in the DOI Learn course catalog, it must be reviewed and tested by the Course Owner, SMEs and representatives of the target audience. The Course Owner will notify the BTM when the review is complete. The BTM notifies the DOI Learn Team and the DOI Learn Administrator will make the course active in DOI Learn.

### UDT Courses

1. Prior to submitting a course creation form the the BTM, Course Owners should access and review the course on the hosting server to ensure the course functions as it should and is accessible by all audiences, either internal or external to the NPS.
2. Once the course creation form is submitted, reviewers are assigned the course and must log in to DOI Learn and test the URL link.
3. The Course Owner notifies the BTM when the course passes review.
4. The BTM notifies the DOI Learn Team to activate the course in the course catalog.

### OLT Courses

1. OLT courses must be built in SCORM 2004 and the completed package must be submitted to DOI Learn via [doilearn@nps.gov](mailto:doilearn@nps.gov) or loaded on the Google Drive and shared with [daniel\\_zugay@nps.gov](mailto:daniel_zugay@nps.gov) (the package cannot be shared via the Google Drive with [doilearn@nps.gov](mailto:doilearn@nps.gov) because group email accounts cannot access Google Drive files).
2. The BTM obtains a list of testers for the course from the Course Owner and submits the list with the course creation form.
3. The DOI Learn Administrator assigns the course to the testers.
4. The Course Owner notifies the BTM when the course passes review.
5. The BTM notifies the DOI Learn Team to activate the course in the course catalog.

## Course Assessment

An assessment or completion test may be done externally or within DOI Learn.

## External to DOI Learn

Testing is built into the SCORM package of the online course. The assessment can take any form the course creator devises: fill in the blank, replicating a job process, ordering steps in a process, etc. The SCORM package must include code to inform DOI Learn of the passing status. However, the course should also include a passing statement (e.g., "Congratulations! You have successfully completed [name of course]") that the user can print from the course, in case there is a problem transferring the passing status code to DOI Learn.

## Internal to DOI Learn

DOI Learn testing consists of true/false, multiple choice with one correct answer and multiple choice with multiple correct answers. If testing within DOI Learn, the BTM must set up questions in DOI Learn and match the test to the course.