eCBIL™ eLearning Specifications

Purpose

The purpose of this document is to identify the parameters around which the first generation of eCBIL™ Breeze elearning will be created. This document is considered to be a working document, and as such will be updated and/or modified as new items and/or changes are identified.

Specifications

Item	Description
Length of Program	• Sixty minutes is the maximum for each offering. Timing may vary, depending on topic and content.
Program Structure	• Each eCBIL™ learning offering may be broken into smaller, self-contained segments that may be completed separately. This allows participants to complete the program in two to three segments instead of one longer setting. • Narration (audio track) will be used to flesh out main ideas through relevant examples, quotes, and explanations. • When appropriate, a combination of male and female voices will be used on the audio track.
Testing	• Pre and Post Tests will be given. • Post-test questions may be intermittently dispersed throughout the program rather than held until the end of the program. • Results will be tracked and appropriate reports generated for the client. • Comparing pre-test to post-test results will provide a measure of learning that has taken place.

Reports	• Reports to clients should provide the following measures:
	   o Average improvement from pre-test to post-test.
	   o Average percent correct at T1 (pre-test) and average percent correct at T2 (post-test).
	• Reports may also determine areas where learning has taken place and areas where additional reinforcement is needed.
	• Reports also track attendance/participation.

Graphics and Animation	• Initial offerings will contain photos, graphics, and animation that can be obtained through pre-purchased sources. • As a general rule, content drives graphics, animation, and photos used, rather than the other way around. • Images used must be content-appropriate, professionally skewed, and sophisticated, rather than cartoon-like. • Minimal special effects are to be employed.

Template	• Similar to graphics, the template must be:
	   o Simple, professional looking, and sophisticated.
	   o Not cluttered with ancillary images.
	• Modules in a series must have a coordinated look, using a similar graphic composition, color choice, and background. They will share a common logo or other identifying graphic branding mark.
	• Font type and size must be coordinated for all offerings within a single program series.

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Item	Description
Disclaimer and Copyright	• Each program and module will carry a disclaimer that has been approved by SLCC's General Counsel • Each program and module will carry a copyright notice. • Each program and module will carry the College's logo.

Content	• Each module should confine itself to three to four main learning points.
	• Modules should be activity driven – they should provide participants with opportunities to:
	   o Engage in self-assessment.
	   o Explore concepts.
	   o Develop skills, if appropriate.
	• Main ideas and their primary sub-points should (generally) appear on slides.
	• Supporting detail should (generally) be provided via the audio track.
	• Questions should be posed to help participants develop understanding of the material and where appropriate, skills.

Music	• Music should be used to:
	   o Introduce program.
	   o Provide transitions between program segments.
	   o Emphasize important module elements.
	   o Provide background when reflection time is needed.
	   o Signal the end of the program.
	• Common musical themes may be used to link different modules in one program series together.
	• Music should not detract from program content.
	• Music will be obtained through pre-purchased sources.

Program Evaluation	• Each module will have its own evaluation where participants can rate the effectiveness and appropriateness of the content, delivery, activities, and program structure.
External Links & Resources	• Each module will have a list of printed resources that can be consulted for further information. • External links to other online resources will also be provided.

Participant Materials	• Where appropriate, a Participant Packet will be available via download.
	• Materials in this packet will include:
	   o Tips and suggestions.
	   o Questions for participants to answer.
	   o Scenarios that are a part of the online program that participants can write down their responses to.
	   o General Notes pages.
	   o Action Plan in which participants will write down how they will put the information and/or skills to use after the program is over.