

STORYLINE 360

COURSE PUBLISHING CHECKLIST

Using a checklist can enhance the quality of any e-learning course by ensuring all essential components are included and well-executed. It serves as a guide to keep track of crucial elements such as course objectives, engaging content, interactive activities, and proper assessments.

1. Content Review & Confirmation

- ☐ Verify accuracy of course content and information.
- ☐ Ensure clarity and conciseness in explanations and instructions.
- ☐ Check for spelling, grammar, and punctuation errors.
- ☐ Confirm that all images, graphics, and videos are clear and relevant.

2. Navigation & Interactivity

- ☐ Test all buttons, navigation controls, and interactive elements.
- ☐ Verify that Next, Previous, and Submit buttons function as intended.
- ☐ Ensure custom navigation (e.g., branching) follows the correct paths.
- ☐ Test quizzes and knowledge checks for proper scoring and feedback.

3. Media & Animations

- ☐ Confirm audio quality (clear, synchronized, and without distortion).
- ☐ Test animations for smooth transitions and appropriate timing.
- ☐ Check that videos play correctly and are fully viewable.
- ☐ Validate that media elements load promptly without lag.

4. Accessibility Criteria (508 Compliance)

- ☐ Ensure alt text is provided for all non-decorative images.
- ☐ Verify screen reader compatibility for text and buttons.
- ☐ Confirm keyboard-only navigation is possible.
- ☐ Check for proper color contrast for readability

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5. Player & Settings Configuration

- ☐ Enable/disable menu, glossary, and resources as needed.
- ☐ Set navigation restrictions (Free, Restricted, or Locked) appropriately.
- ☐ Review the player preview for desktop, tablet, and mobile views.
- ☐ Review player settings.

6. SCORM & LMS Settings

- ☐ Select the correct LMS output (SCORM 1.2, SCORM 2004, xAPI, AICC).
- ☐ Set the reporting and tracking options accurately.
- ☐ Verify completion settings (Slide Views, Quiz Results, or Triggered Completion).
- ☐ Test the course in an LMS sandbox before final deployment (like SCORM Cloud).

7. Final Testing

- ☐ Test the entire course in different browsers (Chrome, Firefox, Safari, Edge).
- ☐ Verify mobile responsiveness on various devices in various browsers.
- ☐ Conduct a final end-to-end walkthrough from start to finish.

8. Backup & Documentation

- ☐ Save a backup of the Storyline project file (.story).
- ☐ Document version history and any known issues.
- ☐ Ensure any third-party assets are licensed and credited correctly.