Online activity file workflow (Rev 2)

Recommendation and Preparation of Online Activity files

- Program Coordinator (PC) comes up with an idea for an online activity file or requests an online activity file be updated
    - PC determines the need for revised/new topic based on standards, certification requirements, new policy, changed information, new relevant events/lessons learned, and current trends
    - PC provides a needs assessment: what other activity files/content is being run (vertical/horizontal impact), determine type/level/amount of resources needed including but not limited to staffing and current materials/consumables and or facilities, determine if there are other available resources (i.e. IFSTA) that can facilitate this process
    - Receive written approval from PCIII to move forward with the activity file
- PC contacts the Educational Specialist (ES) regarding activity file development and ES shares this work with Director
- PC establishes a Development team of SME(s) if needed
- ES requests a media resource via Special Hazards Training coordinator
- Special Hazards Training coordinator assigns the project to a Media Project Lead (MPL)
- MPL contacts PC to discuss timeline based on needs assessment
- PC develops a Development Plan and shares timeline, formatting/project expectations, identifies obstacles/risks, assigns SME(s) as needed and a launch meetings, periodic and systematic progress checks and a closing meeting to the project minimally month as needed if more often
- PC reviews SME(s) submitted work, vets work, and then shares content (slides, videos, quiz, and narration script) with MPL and ES via SharePoint (only)
- ES validation occurs and requested modifications are provided to the PC with MPL copied on the process
    - ES reviews activity file for:
        - Reviews overall layout, format, presentation style for ease of accessibility to all learners
        - Reviews narration script in alignment with slides for Instructional Strategies and Best Teaching Practices for delivery (terms, abbreviations, transitions, connections…)
        - Activators/ connection or assessment to/of prior knowledge
        - Integration of previous concepts to support content delivery facilitation
        - Review of generalizability and applicability of the content
        - Check for chunking of materials at appropriate breaks
        - Look for processing concerns that may create misconceptions with students
        - Review placement of checking for understanding strategies/methods
        - Review engagement strategies Review the multi-modal approach used to better meet diversified learners' needs.
    - ES provides feedback to PC and PC updates the Project Plan and SME(s) to update the activity file and to prepare for validation
    - ES updates MPL of activity file readiness for validation

Activity file Configuration and Validation

- MPL converts activity file to SCORM including Matthew narration
- MPL works with scheduling/payroll coordinator to assign an available LMS activity file #
- MPL uploads activity file to preproduction and configures activity file detail
- MPL contacts PC with activity file #
- PC starts the technical review with their team (at least 3 people outside the activity file creator).

- The Technical Review is repeated each time there is a revision *

- A technical review consists of:
  - Topic/content/standard review for missing/erroneous information
  - Grammatical/spelling/correct design format
  - Including a multi-modal approach of images, diagrams, videos
  - Creates ONE shared file of required/requested updates for the activity file* via Basecamp
  - Reviews for vertical and horizontal/cross-program alignment
- If activity file content has EMS related content with patient care then the Program Coordinator contacts the EMS coordinator to see if it is capable of receiving OEMS continuing education hours
- If problems are found then the PC shares in Basecamp with the MPL
- MPL rev's the activity file to _v1 and uploads the requested changes
- PC validation process is then repeated as many times as needed changing activity file revision each time*

Activity file Configuration and Validation cont.

- MPL validation process begins once all technical and curricular changes are completed. The ES and the 2 MPLs review activity file content and verify complete functionality of Captivate Activity file within the LMS:
  - Grammar & Spelling
  - Narration
  - Videos function properly with the software
  - Clear and concise message delivery
  - Standardized format
  - Quiz functionality (validate: correct answers, 2nd chance function per quiz, 70% passing score)
- If errors are found the activity file will be revised again by MPL. If major revisions are needed, a activity file may need to go back to a Technical Review* with PC. PC updates and provides the final revision to MPL and ES for final review

Activity file Finalization and Activation

- If no other changes are required then MPL uploads the final product to LMS production with the activity file set inactive
- ES audits final activity file product within LMS production
- ES seeks written MFA director approval to release activity file
- If required:
  - PC works with OEMS coordinator for OEMS credit approval (a minimum of 5 weeks before delivery)
  - PC reviews curriculum for Fire Chief Credential (FCC) and Fire Prevention Officer (FPO) credential credit and completes the DFS Instructed training Credential Application and submit an application
- ES notifies the PC that the activity file is now ready to be activated
- PC contacts their supervisor (i.e. PC III) to activate the activity file in LMS
  - If OEMS continuing education hours are approved then PC III would update OEMS #, hours & certificate into the activity file
  - IF FCC and FPO apply the PCIII would update the outline template in the activity file
- PC III then updates the MFA Weekly Training Template to add to new activity file communication
- Activity file sent out in LMS notifying all students of the new activity file
- PCIII updates activity file catalog via SharePoint excel file maintained by ES and lists referenced standards, codes, and so forth

- The Technical Review is repeated each time there is a revision *