

Content Guidelines

If submitted material coincides with any of the issues defined below, please dismiss the course as it is deemed unfit for the Learning Network. When rejecting content, you must select a reason as to why it is being declined, as well as add a detailed description, allowing the vendor to make the necessary corrections.

- **Significant spelling or grammar errors:** There are consistent errors in spelling and grammar that directly impact a course's legibility and comprehensiveness.
- **Offensive Language:** The course contains indecent or lewd language.
- **Mentioned another vendor:** The course mentions or references another vendor, who they are not affiliated with. This is immediate cause for course dismissal.
- **Compared Vendor A vs. Vendor B:** The course makes a direct or indirect comparison to another vendor.
- **Compared SKU/Product Vendor A vs. SKU/Product Vendor B:** The course makes a direct or indirect comparison to another vendor's product SKU's or the products themselves.



Content Guidelines

- **Compared technologies either directly or indirectly:** The course makes a comparison towards a technology that another vendor may use.
- **Made self-proclamation such as “World’s Best” or “Best in the Industry”:** The course indirectly claims that their product is superior to other vendor products.
- **Other reason not listed:** There may be additional reasons a course could be dismissed. Use your discretion and always attach a detailed description of the issue.

All Videos Must Be Captioned – This includes both stand alone videos and videos hosted within a vendor eLearning:

- Videos should be 2.5 minutes or less.
- This includes and narration that may happen inside of an eLearning.

Pass/Fail – The content must be able to communicate with Learning Network and send a Pass/Fail score:

- Are there clear instructions how to receive credit? For instance, “Close this window to receive credit for the course”.

Reject

Please add notes or feedback regarding why this content is being rejected. You may upload an optional attachment with your feedback, such as a screenshot or word document. This message and a link to the attachment will be visible to the vendor in the vendor portal.

* Reason

-

* Description

Please describe the issue in detail so the vendor can make the necessary corrections.

Attachment

Select File

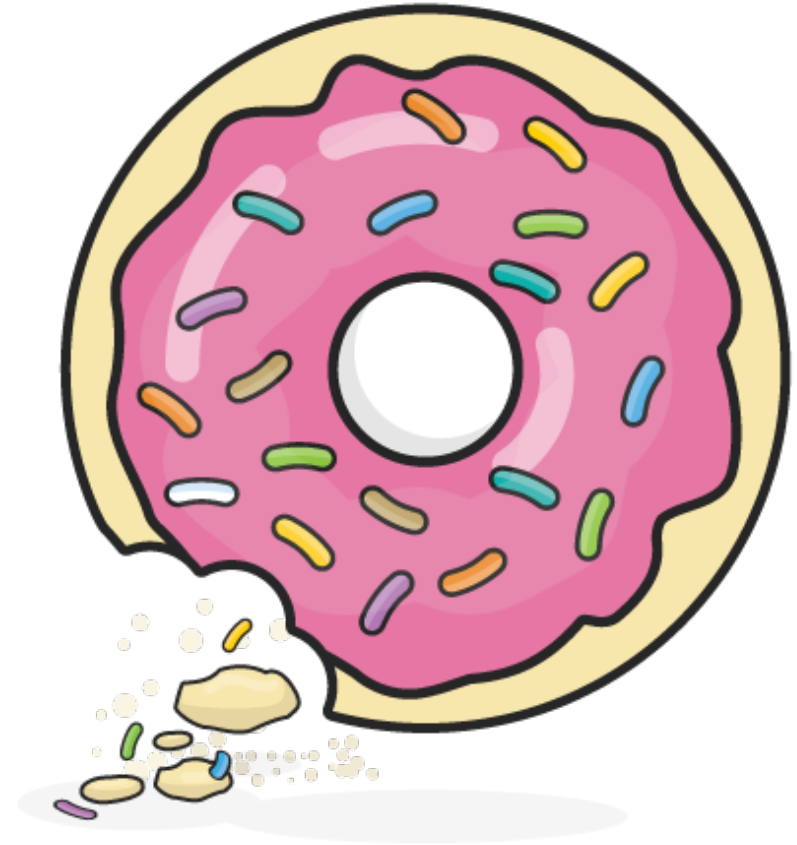
Please add a screenshot or word document indicating the issue with the content. You may upload any of the following file types: pdf, doc, docx, ppt, png, jpeg, jpg, gif, zip.

Cancel Reject

Bite Sized Content

Through our experience in delivering training and studying wholistic trends of learners today we strongly recommend keeping your courses as concise as possible. Some guidelines are as follows:

- **Videos should be kept between no more than 2 ½ minutes in length.** If you have a video longer than this we would recommend breaking it into segments to ensure retention.
- **Documents should be as concise as possible to convey your message.** Typically this can be done in less than 2 pages.
- **eLearning should be kept around 5-7 minutes.** Since eLearnings typically contain much more information and interactive components this time can vary, but please keep the learner in mind.



Supported Content Types

Document

- Must be in PDF format
- No embedded videos

Video

- MP4 format
- H264 Codec
- No larger than 100mb
- Closed captioning is **required** for all video content posted on Learning Network

eLearning

- SCORM 1.2
- Adhering to ADL industry standards
- All packages and content contained in a single zip file
- Closed captioning is **required** for all narrated content both within embedded video and in the course itself