Tips for Submitting Online Course Creation Requests for Talent Management

The following tips will help you in producing the highest quality online training as efficiently as possible.

1. **Preparation:** Contact the Professional Development Coordinator at 936-294-2328 as far in advance as possible. She will meet with you and offer guidance on how to complete your project in a timely manner.

2. **Submit the Request:** After our meeting, submit the Online Course Creation Request Form with your proposed content. After review of the form and content, we will provide an estimate for completion of your project.

3. **Accessibility:** Federal law requires online trainings to be accessible to employees with disabilities. We will work with you to determine the best approach to making your project accessible.

4. **Content:** Please understand that work cannot begin on your project until we receive your course content. There are different ways you can provide your content:
   a. **PowerPoint slides:** If you want the training to be viewed in a slide show style format, submit a text only PowerPoint presentation on a white background. A written script must accompany your slides for creation of the required closed captioning for accessibility.
   b. **Assessments:** If you require a scored assessment or unscored learning checks throughout the training, or a combination of both, provide the questions with both the correct and incorrect answers noted. The questions must be True/False or Multiple Choice to be accessible to employees with disabilities.
   c. **Video:** This method can be used if your training does not include an assessment. Record the video using a production team, such as SHSU Online's Media Services at 4-2778. A cost may be incurred by your department for producing the video and including closed captioning. Our Talent Management system cannot track whether videos are viewed. The user must mark the training as complete to receive the credit.

We look forward to working with you in facilitating training online in Talent Management. If you have any questions, please contact us at 936-294-2328.

Sincerely,

Your Professional Development Team