

# NAVY ILE (Integrated Learning Environment) Content Submission Form Guidelines





## ILE Content Submission Form Guidelines POC (Point of Contact) Information

The Integrated Learning Environment (ILE) Support Team personnel use the technical support contact information to assign unresolved content problems. The government sponsor contact and the technical contact should not be the same person. Before content is submitted for hosting within the ILE it is the government sponsor's responsibility to ensure the content provided complies with ILE technical guidelines and all applicable Department of Defense (DOD), Department of Navy (DON), Navy Marine Corps Intranet (NMCI), or higher echelon's requirements such as accessibility or mobile code risk. Final deliverable must be submitted via CD to: ATTN: ILE Content Manager, NETPDTG N633, BLDG 2435, RM 2213, 6490 Saufley Field Rd, Pensacola, FL, 32509-5239.

## General Information

- **Full Content Title:** Provide the full title and complete spelling of all acronyms.
- **Content Identification Number:** If applicable, provide the Course Identification Number (CIN) or other identifier assigned.
- **Content Type:** For fully developed courses, select 'Complete Course' from the drop down menu. For one or more reusable learning objects and/or modules that stand alone and could be aggregated into larger contexts, select 'Learning Object(s)' from the drop down menu. For resource packages consisting of only assets and meta data, select 'Learning Resource(s)' from the drop down menu.
- **Submission Type:** Select 'Initial Submission' if this is the first time the content is being submitted for hosting within the ILE. Select 'New Version' if the content was previously hosted on Navy E-Learning or is presently hosted within the ILE and the content submitted is an update to an existing course (e.g. content subject matter, structure, or sequence has changed). Select 'Additional Version' if the content is being submitted as a separate instance of an existing version (e.g. Navy version of the content was already submitted, and this is the USMC version). Select 'Replacement Version' if the content was previously hosted on Navy E-Learning or is presently hosted within the ILE and the content submitted is an update to an existing course (e.g. content subject matter, structure, or sequence is the same, but the content required technical fixes or other corrections, etc.).
- **Content Version:** Provide the version number of the content (e.g. initial submissions would start with 1.0; updates and revisions would continue at 1.x; new versions should be sequential 2.0,3.0, etc.)
- **Instructional Hours:** Provide the estimated instructional hours for completion of the content.
- **Continuing Education Units:** If applicable, provide the total CEUs assigned. Continuing Education Units were established to quantify continuing education and training activities.
- **Objectives:** List all of the learning objectives the content satisfies.
- **Prerequisites:** Provide any curriculum activities (e.g. formal classroom training, web-based courses, etc.) to be completed before experiencing this content.
- **Target Audience:** Select the target audience to which the content is directed. If the target audience is not listed here, please add your target audience in the 'other' text field below the list. Select multiple items from the list by left-clicking the mouse + SHIFT or left-clicking + CTRL.
- **Content Category:** Select the content category from the list. If the category desired is not listed here, suggest a new category in the 'other' text field below the list. Select multiple items from the list by left-clicking the mouse + SHIFT or left-clicking + CTRL.

## Technical Information

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- **Submission Method:** Content may be submitted via HTTP (Hyper Text Transfer Protocol) or FTP (File Transfer Protocol) to expedite testing. However, the final deliverable must include a CD (Compact Disc) copy.
- **Minimum System Requirements:** Specify content compatibility with operating systems and browsers. Specify content requirements for web technologies utilized during development, authoring tools, and any plug-ins required at run-time. Select multiple items from the list by left-clicking the mouse + SHIFT or left-clicking + CTRL.

## Functional Requirements

- **Content Format:** Select the content delivery format from the list. For generic web-based content, select other from the list and specify. Generic web-based content can be tracked through the LMS with a prompt that allows the user to determine the completion status.
- **Total Reusable Learning Objects:** Select the total number of reusable learning objects (e.g. RLOs, manifests, etc.) from the list.
- **Total Content Objects:** Select the total number of Reusable Information Objects objects (e.g. SCOs, RIOs, Assignable Units, etc.) from the list.
- **Total Scoring Objects:** Select the total number of scoring objects (e.g. Any SCOs or Assignable Units that set a raw score such as Assessments, Quizzes, Tests, etc.) from the list. An answer key is required for all assessments and must be included with each content submission package.
- **Completion Requirements(Roll up):** The process of determining the tracking status of a parent activity based on the tracking status of the child is referred to in the IMS simple sequencing specification as "roll up". There may be different methods to determine if a student has completed a course or not. The LMS has the ability to provide configuration options at the course level in order for the LMS to determine the appropriate completion status to set on a course transcript. As indicated above, current e-learning standards treat each launchable object (SCO, AU) independently and have not considered the logic needed when multiple objects are aggregated to form a course. One of the following options can be used by the LMS in order to determine the completion status to set for a transcript.
  - *Status Provided By Course* - When selected, the LMS prompts the user upon exiting the course in order to determine if he has completed the course or not. Based on the users response, the LMS sets the appropriate status.
  - *Complete When All Units Are Completed* - When selected, the LMS sets a completed transcript status when the learner has completed all objects that make up the course.
  - *Complete When Threshold Score Is Met* - When selected, the LMS compares the overall course score to the course Mastery Score. If the course Score is greater than the Mastery Score, then the history transcript status is updated to 'Completed', otherwise 'Not Completed.' When this option is selected, the LMS must check to ensure a Mastery Score has been recorded for the course.
  - *Status Provided By Student* - When selected, the LMS expects an overall course completion status to be returned from the course. If this option is selected and the course does not return an overall course completion status, then the LMS prompts the learner and defaults to 'Status Provided By Course.'
- **Scoring Requirements:** The process of determining the tracking status of a parent activity based on the tracking status of the child is referred to in the IMS simple sequencing specification as "roll up". The LMS supports the configuration of scoring logic at the course level. The configuration of scoring logic for a course with multiple launchable objects (SCOs, AUs) can be used in conjunction with the course roll up configuration. The score logic is based on the following options:
  - *Score Provided by Course* (Single SCO, AU) - This option should be selected when a single launchable object returns the overall course score. This is often the case when a course author creates a single launchable object (SCO, AU) course. In this case, the single object is the parent for all other objects that make up the course and the overall course score should reflect the

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value returned by the single launchable object (SCO, AU) . This option should be selected for a launchable object (SCO, AU) course that has no scoring capability.

- *Average Score of All Units* - The final course score is calculated by averaging the total scores returned over the total number of launchable objects (SCOs, AUs). This option assumes that each launchable object (SCOs, AUs) sends a score and that all of the scores should be averaged.
- *Average Score of All Units With Scores* - This option calculates the final course score by averaging the total scores returned by the number of launchable objects (SCOs, AUs) that returned a score. Though this option is likely the most common for multiple launchable objects(SCOs, AUs) that have more than one assessment, it should be noted that the only draw back is that students can increase their average score just by completing the launchable objects(SCOs, AUs) that they know count for a score.
- *Fixed Average* - This option provides the LMS administrator to indicate a fixed number that the total of returned scores should be divided by. If the LMS Administrator knows the number of launchable objects (SCOs, AUs) that return a score, then by recording it, the average score will be most accurate.
- **Completion Threshold:** This value allows the LMS administrator to set a completion threshold score for the entire course. Currently, the e-learning standards (SCORM, AICC) have a concept of mastery score; however, this value applies to each object that makes up a course. Course Completion Threshold Score can be used in conjunction with course completion configuration (roll up).
- **Bookmarking:** For each session, specify the level of bookmarking (where the student last left off) implemented.

## Conformance & Validation

- **Content Certification:** Certification is independent testing that provides consumers of distributed learning products and content with the assurance that certified products have successfully implemented the Aviation Industry CBT Committee (AICC) standard or Sharable Content Object Reference Model (SCORM) specification. The AICC certifies training products that comply with AICC Guidelines and Recommendations (AGR's) via its independent test labs. The Advanced Distributed Learning (ADL) Certification program is a third party testing of tools and content by a Department of Defense (DoD) designated ADL Certification Testing Center. Certification is not an endorsement or a guarantee that the product and/or content has been tested for defects in functionality and/or the product's content is instructionally sound.
- **Conformance Level:** (AICC or SCORM Content Only) Select the highest conformance level supported by any of the content being submitted.
- **Content Package Type:** (SCORM Content Only) Select the type of content package being submitted. Aggregation Packages are considered to be courses or content that is intended to be tracked. Resource Packages are packages consisting of assets that may be used to populate the Navy's learning content repository.
- **Content Package Conformance:** (SCORM Content Only) Ensure that all SCORM content packages submitted are conformant. Non-conformant SCORM content packages are not acceptable and may be returned. Select 'ADLCP-PIF1' if the content has been certified. Select 'PIF Not Certified' if the content was placed into a Packaging Interchange File, but isn't certified by ADL. Select 'Non-PIF' if the content wasn't placed into a Packaging Interchange File.
- **Meta Data:** (SCORM Content Only) Specify the level of meta data created for the content.
- **Meta Data Conformance:** (SCORM Content Only) Select the highest conformance level supported by any of the meta data being submitted.
- **Course Meta Data:** Ensure that course description meta data is provided. For non-SCORM content, provide a course description and keywords.
- **Section 508 Accessibility Conformance Level:** Select the level of conformance (refer to <http://www.w3c.org> for conformance levels). All content should at a minimum meet all Priority 1 Checkpoints identified in W3C Web Accessibility Guidelines version 1.0. If

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content providers cannot meet all Priority 1 Checkpoints, they should provide written documentation identifying those checkpoints they were able to implement. For non-accessible content, select 'none satisfied.' A written waiver detailing the "undue burden" is required for all non-accessible content.

- **Accessibility Validation:** Select the Accessibility validation tools used. Select multiple items from the list by left-clicking the mouse + SHIFT or left-clicking + CTRL.
- **Validity Testing:** Select the level of web standards testing performed (refer to <http://www.w3c.org>). Select multiple items from the list by left-clicking the mouse + SHIFT or left-clicking + CTRL.
- **Interoperability Testing:** Select the level of interoperability testing performed prior to submission. Select multiple items from the list by left-clicking the mouse + SHIFT or left-clicking + CTRL.

## Security Information

- **Security Classification:** Top Secret content will not be hosted within the ILE. Secret, Confidential, For Official Use Only (FOUO) content may be hosted within the SIPRNET site. Only unclassified content can be hosted within the ILE.
- **Content Segmentation:** Specify content access by segment (currently available to everyone).
- **Mobile Code Signed:** [Mobile code content](#) must be [signed](#) prior to submission for hosting within the ILE. Developers should review and refer to the following guides for building content destined to run in the ILE: [DISA Mobile codeFAQs](#) and the [Developer's Guide for Using Mobile Code Technologies](#) in Department of Defense and Intelligence Community Information Systems.
- **Mobile Code Risk:** If any object certificates were signed, specify the mobile code risk level.