# BTD eLearning Material Guidelines

We look forward to working with you on your eLearning project. Your eLearning designer will create a project folder on the Bureau of Training & Development (BTD) Team’s SharePoint; this is where you will upload the course materials, such as slides, recordings, images, and documents. To ensure the quality of your project, please follow the guidelines below when creating your project materials.

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| Project material file type | Accepted file formats |
| Video | MP4, MPEG, AVI |
| Audio | WAV, MP3 |
| Images | PNG, JPEG, JPG, BMP, SVG |
| Documents | PPTX, PDF, DOCX, URL to document hosted on the web |

## Accessibility guidelines

* All files you provide that will be shared with or shown to the learner, such as PowerPoints, documents, and handouts, should meet standards to make content accessible for all people, including people with disabilities. Please follow the [BTD Accessibility Best Practices](https://doa-dpm.wisconsin.gov/etraining/2020CS/AdminHub/LMSIDDocuments/BTD%20Accessibility%20Best%20Practices%20for%20SMEs.docx?d=w9d3b7b57e1e8403886f63666557cb62e). During the eLearning development process, we will return your learner-facing materials to you for further editing if they do not yet follow the BTD accessibility best practices.
* Provide your team’s or project’s brand style guidelines, if available, for us to use when creating the course but know we will defer to accessibility over style when there is a conflict between them.

## Presentations and recordings

* Write a script for your presentation and stick to it, word for word. Submit the script along with the recording to your eLearning designer. The script is essential to provide in the eLearning course for accessibility requirements.
* Use a mic or a good quality headset to record any narration.
* Record in a silent room where there is no background noise; do not record in a cubicle. Use a sound booth when possible.
* Make physical adjustments to prevent interfering noises in your recording.
	+ Ensure the mic or headset wires don’t touch your body when you speak. The sound of a wire rubbing on clothing, especially on zippers, is very noticeable in recordings.
	+ Remove any jingly bracelets, earrings, or other jewelry that could make a sound.
	+ Use a comfortable chair that doesn’t squeak.
	+ Avoid being directly beneath an HVAC vent to reduce ventilation sounds.
	+ Don’t record narration over page turns; rather, make sure that the page is completely flipped before continuing to read. Proofing your script so that paragraphs aren’t intersected by a page break will help.
* If you are presenting a PowerPoint, use the “record” feature within PowerPoint to record audio. Webcam footage of yourself presenting can also be recorded within PowerPoint if desired. Recordings are added to the presentation on a per-slide basis. If you want to change a recording, you can re-record one or more slides. Here are [Microsoft's tips on recording in PowerPoint](https://support.microsoft.com/en-us/office/record-your-presentation-ddc4432c-79f6-4add-b85e-1009815d955c?ns=powerpnt&version=90&ui=en-us&rs=en-us&ad=us).
* Minor and infrequent vocal mistakes, such as mispronouncing a word and saying it again or losing your place and restarting a sentence, can be fixed during audio editing. Please submit timestamps of all such audio that you would like to be removed from recordings that you provide.
* If you need to restart the narration of an entire slide, please delete that slide’s recording and start over. Submitting a recording with major mistakes or repeated restarts will greatly increase the amount of editing work required and will delay production of your eLearning project.
* Light the face of the speakers in a video recording and use a plain background rather than a background filter.
* Record in one sitting. Recording over multiple days or with significant breaks can noticeably change your voice in a way that cannot be fixed in post-production.
* You may also choose to have your eLearning designer record narration of your project; if so, please provide a polished script.

## Documents

* Documents and forms that will be kept up-to-date should be hosted online on a page that all learners have site permissions to access. The links to those documents, rather than the document files themselves, will be shared in the eLearning course.
* Follow the [BTD Accessibility Best Practices](https://doa-dpm.wisconsin.gov/etraining/2020CS/AdminHub/LMSIDDocuments/BTD%20Accessibility%20Best%20Practices%20for%20SMEs.docx?d=w9d3b7b57e1e8403886f63666557cb62e) to ensure that your files will be accessible to all learners.