



Pedagogical engineering

HI Academy Training

Quality Control Sheet

Here are **3 checklists of features** to be checked before an e-learning training is made available to all HI Academy users.

WARNING: If you hire a freelancer / consulting agency to develop your e-learning modules, share this Control Sheet with them. We strongly recommend **to use Articulate's tools** (Rise and Storyline), and **to ask your service provider for the source files** at the end of their service. In this way, we will be able to help you update your modules in-house. Otherwise, you should contact your service provider for any modifications.

Mandatory Features Checklist

Facilitate content updates

- ☐ The possibility of easy future updates has been taken into account: the content that can be changed is on an easily modifiable support (text in Rise or HI Academy, downloadable Word or PPT document...) videos, voice-overs and Storyline activities, which are much longer and more expensive to modify, have been conceived for perennial content.

Cover Image

- ☐ An image for the path cover (980x550px) and for each module (980x250px) has been provided.

Instructor

- ☐ At least one author (of the module(s) and path(s)) and one session instructor have been designated on HI Academy (Session = start date and duration of the training). [Link to the tool sheet on roles](#).

Practice

- ☐ The training is composed of at least 50% of practical application (activity, quiz...).

Length of training

- ☐ The training is not too long (less than 1 hour) or is divided into several modules if needed. It only shares essential information (some of it can be offered as optional, to go further, etc.).
- ☐ An estimated time has been determined and entered into the parameters on HI Academy.



Archiving

- ☐ The source files of the activities (Storyline, videos, subtitles...) are archived on the server of the training department, the Rise files are migrated on the "Service Formation" account (to be done by the pedagogical engineer).

Videos

- ☐ A decision was taken concerning videos import:
 - By using an embed code. This option is recommended if you are / HI is the owner of the channel / site hosting the module and the URL remains unchanged if you ever update the video. This way, it will be possible to take action in the event of a problem with the link or anything else.

Please note that for the creation of an offline version, embed code videos do not work.

- By importing the MP4 file directly into the development tool. This option is recommended when the video is permanent. Videos will always be functional in an offline version.

Languages

- ☐ The training is available at least in English and French.
- ☐ The default language is English (to be set on HI Academy).

Certificat

- ☐ Decide whether a certificate should be issued and set a minimum score if there is a quiz.

Evaluation

- ☐ How do you plan to evaluate the training?



Accessible e-learning Checklist (mandatory)

Accessible e-learning is content designed for all learners—including those with auditory, visual, mobility, learning, or other disabilities. In order to make all our training courses accessible, here is a list of mandatory criteria to be met before any e-learning course is put online on our HI Academy platform.

IMPORTANT : If you are calling on a freelancer / consulting agency to develop your training course, you must address the issue of accessibility before the project starts. The accessibility parameters require additional work on the part of the service provider. This extra work is even more important on Articulate Storyline tool.

Reminder of the definition of accessible e-learning

For an e-learning course to be accessible to anyone, whatever their disability:

- It must be fully accessible and understandable without sound.
- It must be fully readable and understandable with a screen reader.
- It must be fully browsable and understandable with a magnifying glass.
- It must be fully navigable by keyboard.
- It must be fully browsable and understandable by a color-blind person.
- It adopts formatting rules that facilitate comprehension by dyslexic people.

We've drawn up a checklist of criteria. If your e-learning module meets all these criteria, it means that your e-learning module is accessible.

Checklist

Texts

- ☐ Use sans-serif fonts (such as Nunito or Open Sans).
- ☐ Use the application's text styles (headings, bulleted list...) .
- ☐ Avoid all caps.
- ☐ Use either « Align text left/right » property (For example : Left-align text for left-to-right languages such as English).
- ☐ Paragraphs and letters are spaced out enough.
- ☐ Words are not underlined, crossed out or italicised.
- ☐ Give meaning of accronyms / complicated terms used.
- ☐ Check for sufficient color contrast between text and background.



Images

- ☐ Provide alternative text (alt text) when appropriate.
- ☐ Minimize clutter on slides (competing images and text) to improve navigation and understanding.
- ☐ Avoid images of text when possible.

Multimedia (audio/videos)

- ☐ Provide captions for time-based audio and video.
- ☐ Provide transcripts to describe narration, sound effects, on-screen text, scene changes, and other audiovisual éléments.
- ☐ Provide the end user with full media control.
- ☐ Avoid auto-playing media.

Tables

- ☐ Avoid using tables, as they are complicated to be read by screen readers.
- ☐ In case you have to use them, it is better to import a picture of the table(s) and provide a summary of the information displayed.

Interactivity

- ☐ Use consistent, logical navigation.
- ☐ Check focus order to ensure assistive technology follows expectations and set a custom focus order if needed.
- ☐ Ensure all interactions are navigable via keyboard (e.g., avoid drag and drop activities and hover states that reveal important information).
- ☐ Avoid time limits unless they can be turned off or extended.
- ☐ Avoid using color alone to convey meaning; supplement with a change in scale, or by adding text or icons. For example: if after submitting a question, answer options change color to red or green depending on learner's answer (incorrect/correct), there should be another way to make this feedback accessible for color-blind people. This could be displaying a message, such as, «Wrong answer » or « Well done!» or by using a tick or a cross icon.



Resources

- ☐ Downloadable e-learning documents (Word, PPT, pdf...) are designed to be accessible.
- ☐ Download links are written in an accessible way (clear titles + file format and weight).

Additional resources

Here is a list of tools available on Hinside to help you design accessible documents:

[Accessible Videos Guidelines](#)

[HI Web Content Accessibility Guidelines \(WCAG 2.1\)](#)

[Thematic Factsheets Digital Accessibility](#)

[Quick-Win Accessibility PowerPoint EN](#)

[Quick-Win Accessibility Word EN](#)

And here are some external resources that may be useful:

[Web Content Accessibility Guidelines 2.1 \(WCAG\)](#)

[Web AIM - Captions, Transcripts and Audio Descriptions](#)

[WebAIM - Alternative Text](#)

Optional Features Checklist

- ☐ Is an offline version needed? The list of external links that will not be available offline, if any, is announced before the download link.
- ☐ A decision was taken concerning collaborative learning (possibility for users to comment on the training. Advantage: possibility of continuous improvement, very useful in training beginnings / Disadvantage: need to mobilise a facilitator to respond and manage the comments).