## eCourse & Web-Based Training Activity Request FormUC Learning Center LMS

*Please allow* ***3 business days for initial testing*** *of eCourse. Issues discovered during testing will be reported back to requestor for correction. Once a course passes testing it will be available in the LMS. The entire process may take days or months. Please provide a SCORM-compliant zipped eCourse file. eCourses should be published using HTML5 (no Flash). Or, please provide a link to an xAPI or AICC compliant course in the additional information box below.*

Email completed form to: [*UCRLearning@ucr.edu*](mailto:UCRLearning@ucr.edu?subject=Activity%20Request%20—%20)

|  |  |  |  |
| --- | --- | --- | --- |
| Requestor Name: | Name | **Owner:** | Owner |
|  |  |  | *The department or organization responsible for or offering this activity* |

| ACTIVITY PROPERTIES *(Required)* | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| GENERAL | Activity Title: *(60 characters max)* | Title | | | | | |
| Activity Description: | Description | | | | | |
| List Topics Covered: *(optional)* | Topics | | | | | |
| COMP | Activity Duration: | # Hour(s) # minutes | | | | | |
| CERT | **Does this activity need to be retaken regularly?  If no**, *skip.* **If yes***, how often will this activity need to be completed?* |  | Annually |  | Every 2 years |  | Other: Certification Cycle |
| ASSIGN | Should this activity be assigned to anyone in the UCLC? If no, *skip*. If yes*, provide the following:* | | | | | | |
| **Who** should be assigned *(e.g., Title Code 4722 – Blank Ast 3 in ORG 39)*: | Assignees | | | | | |
| **When** should it be completed after assignment *(e.g., within 30 days)*: | Grace Period | | | | | |
| WEB | Is this activity designed for mobile compatibility? | Yes  No | | | | | |
| REG | Should registration be restricted?  If no, *skip.* If yes*,* provide payroll-based criteria *(e.g., ORG/Dept.)* | Registration Restriction | | | | | |
| PRE | Are there activities in the UCLC that are prerequisites for this activity?  If no, *skip*. If yes, *list the activities to be completed prior to registration.* | Prerequisites | | | | | |

## ACTIVITY IMAGE

Include an activity image (PNG or JPG) with this request to be used in the UCLC. Image ratio should be 16:9. Optimal image size is 221w x 124h pixels. Requests submitted without an image will have a generic image provided.

# ADDITIONAL INFORMATION

| Special Instructions: Use this space to communicate activity properties, logistics, or special requests not captured elsewhere on this form |
| --- |
| Additional Information or Special Instructions |

# Administrator Documentation

| Administrative Use Only (this information will be added by an LMS Administrator) | | |
| --- | --- | --- |
| List the activity code(s) | Activity Code | |
| Special notification requirements? | Yes  No | If yes, describe: Notification specs. |
| Additional notes:  Admin Notes | | |