Creating Online Content in a Web-based Environment

Resolution

The Captivate templates are preset for viewing on a computer, tablet, or phone. As you create classes, make sure you check all three “breakpoints” and realign text/images/multimedia for proper alignment.

Fonts

When designing your class, limit the number of fonts to 2-3 maximum so as not to distract from content. Use italics and bolding to help emphasize important information. Make sure the font size is easy to read on all device types.

Graphics

When using graphics, resize in photo editing software instead of clicking and dragging the “handlebars.” Make sure you have permission to use and provide proper attrition when required.

Multimedia

Including a variety of multimedia tools within your class not only creates interest, but also helps you cater to a variety of learners. Make sure elements are sized properly for all screen sizes and proper attrition is included.
Narration

Including narration can be key when creating your class and making it more interesting to your learners. Make sure to speak clearly, pause to increase understanding, and use your voice to emphasize key ideas and content.

Navigation

When learners enter your class it should be obvious how to navigate easily from one section to another. The templates include consistent navigation for ease of use. Make sure, if you need to edit the navigation buttons, that they still accommodate all devices and thumb sizes as well.

Backgrounds

Backgrounds should never complete with any elements included in your course. Make sure the backgrounds you select are muted enough to allow the text to be easily visible and scale well across all devices.

Interactive

Learning is interactive and our attention spans are short. The times of sitting through endless PowerPoints is over. Make sure your learners interact with your content so they can transfer their learning into daily practice.

Learn@Work Assistance

- For immediate assistance with Learn@Work please contact the Systems and Procedures Help Desk at (314) 935-5707 where a Systems Support Associate is available Monday through Friday from 8:30 am to 5:00 pm, or email LearnatWork@Wustl.edu providing a name and contact number for support to reach you.

- If you have questions regarding other assigned trainings, please contact the appropriate Area Specific Compliance Office (ASCO) or your department compliance administrator for assistance. A listing of ASCO’s is available at LearnatWork.Wustl.edu/Support.