

Printed Version of Online Approval Form

PRIOR to your program's roll-out of a new program, please verify all requirements have been met. ORRS strongly suggests pilot-testing with a typical learner (not a subject expert) at least midway through the project and preferably again at the end. If unsatisfactory, you can submit this form with comments or you can submit detailed feedback by email or attachment to your developer/consultant or to orrs.train@msu.edu.

AFTER roll-out, changes identified can be reported to the Ability training support desk orrs.train@msu.edu for investigation, scheduling and resolution.

You are signing as a representative of your unit. Following roll-out of your training course, track, and/or other program components, any change requests should be routed through the AbilityLMS support desk at orrs.train@msu.edu

* Required

1. Training Program Title *

Enter your answer

2. TITLES of Track/s and/or Course/s *

Approve

Other

3. STYLE of course is appropriate for your audience (colors, fonts, imagery) *

Approve

Other

4. NAVIGATION works as required per your testing *

Approve

Other

5. TEXT Content has been proofed for accuracy, grammar, and spelling *

Approve

Other

6. ACCESSIBILITY of content provided and used meets MSU standards for accessibility and 508 compliance and for known concerns of your specific audience including closed-captioning, alternate text descriptions, and/or audio/visual options, simple navigation and/or other offline or individualized accommodations plan is in place. *

Approve

Other

7. COPYRIGHT, licensing, and permissions are documented for all images, videos, animations, and other material published in the course or printed materials. *

Approve

Other

8. ASSESSMENT settings meet the program requirements (maximum score, question shuffling, answer shuffling, answer responses, retake options) and connect to the

learning objectives.

*

Approve

Other

9. ASSESSMENTS have been successfully tested for passing and for failure and for individual question responses by multiple users. *

Approve

Other

10. The TRACK accurately structures the compliance goals of the program, including initial due dates, retraining schedule, and the course/s needed for the audience are correctly required or optional. *

Approve

Not applicable as course is one-time only or optional

Other

11. The training AUDIENCE assignment plan includes identification of all required learners initially; and responsible parties identified for maintaining the workflow of assigning, removing, and escalating any non-compliance with training. *

Approve

Not applicable as course is one-time only or optional

Other

12. The Ability-generated EMAIL notifications text and schedules are understood and acceptable. *

Approve

Other

13. SYSTEM ACCESS to course history and track status for the training program is sufficient and additional support can be gained by contacting the Ability system support desk. Our program personnel agree to abide by MSU data privacy and security policies and will notify the Ability support team if any personnel with higher security access leave their position. *

Approve

Other

14. This program has my approval to initiate the training program including initial track assignments if applicable. *

Approve

Reject

Other

15. Approver's Name and Title *

Enter your answer

16. Please provide some notes about any other items you still have reservations about or questions for follow-up. *

Enter your answer

17. Date of Approval or Reservations *

Please input date (M/d/yyyy)



When your project manager has shared the final deliverable for review, log your approvals or remaining feedback on corrections or work still required in the formal online project acceptance form - <https://forms.office.com/r/7vie4hUcCy>