

## Checklist when reviewing a SCORM Quiz Activity

- **For Starters**
  - Save the opened file immediately with the new file name (if there's a change)
  - Slide 1: Is the **Title variable** accurate and formatted correctly? Preview slide to review display.
  - Slide 1: Are there **instructions to take the quiz** in one sitting and how to monitor progress?
- **Slides and quiz questions**
  - Is each question **formatting correctly, bolding** set where required, and the **correct answer is marked**?
  - Are the answers aligned left and spread equally on the vertical?
  - Is each question set up in Form view to **2 attempts** and **None** for shuffling?
  - Results slide: Is **completion at 80%**?
  - Results slide: Does Retry Quiz trigger a **score reset** and sent user **back to slide 1.2**?
  - Is the **pagination of questions** correct in lower right corner?
- **Player Configuration**
  - In the Player menu, **only slides 1.2 to the last question slide listed** (no Intro, results, or untitled)?
  - In the Player menu, **slides named** as appropriate (Quiz slides just Q1, Q2, Q3) – change either each slide title on the slides, or change their names in the menu.
  - In the Player Menu Gear, Navigation **Free and only tool tip on hover** is marked?
  - In the Player Features, **title showing and correct**
  - In the Player Features, is **logo is displaying** with the correct year on the disclaimer
  - Notes** turned off in the player if not being used?
  - Captions** turned off, if not being used
  - In Player **Other** Gear, is the browser **locked at optimal size**, with nothing else checked?
  - In Player Other Gear, is *On Restart* set to **Never Resume**?
- **Pre-Publish Finals**
  - Spell-check has been run
  - File has been **saved** again
- **Publishing > LMS tab**
  - Is the **description** correct?
  - Is Properties > Formats set to **HTML5 Only**?
  - Is Output Options > LMS set to **SCORM 2004**?
    - **In Reporting and Tracking > Reporting tab**
      - Is LMS set to **SCORM 2004 Edition 3**?
      - Is the **title correct**, and listed the same as below in LMS Lesson SCORM Information > *Title* and *Identifier* fields?
      - Is LMS Reporting set to **Passed/Incomplete**?
    - **In Reporting and Tracking > Tracking tab**
      - Is **Track using Quiz result** on Result slide marked?
- **Publishing**
  - Was the project published with just prefix and number, no spaces (CLM123)
  - Was the Project then **zipped**?
  - After Close, has the file been **saved again**?
- **Uploading to Oracle Catalog Resources**
  - Duration marked correctly
  - Title is exactly correct
  - If the current course version is to completely replace the previous immediately, set *More Actions* to **Reset Ongoing Attempts**.
- **Testing in LMS**
  - Earning <80% produces a fail How does this show in a list of activities
  - Get 2 attempts per question?
  - No shuffling of answer choices
  - Launch a failed quiz a second time
  - Fail the quiz, but use Retake to get passing score that shows LMS credit