

Course Location: <https://360.articulate.com/review/content/4e9efbb4-92c7-46f7-adb9-6964775f1d4b/review>

Category	Page Number	Description	Change Agent's Initials	Comments/Q/A Initials
Understanding and Applying Emotional Intelligence				
A, V, P	Start, Navigation Video	The navigation video should be re-recorded and show the "CC" button at the bottom of the player (in-between the Mute/Volume Control button and the Settings button). This audio should be inserted (see below for where to place it) to discuss the function of the CC button: "To the right of the Mute or Volume Control button is the closed caption button, labeled CC. When you select this button, you will see text of the audio narration at the top of your screen. To hide the closed captioning text, select CC again." (WBT_NavScreen_00010g) *Note on placement*: The above new audio goes in-between "The next button is the Mute or Volume Control button. Select it to mute or unmute any audio that is playing on the screen or use the control bar to adjust the volume" (WBT_NavScreen_00010f) and "Next is the Settings button, which allows you to control zoom to fit to the size of the course to your monitor, turn on accessibility text, and enable keyboard shortcuts. (WBT_NavScreen_00010h)		

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Understanding and Applying Emotional Intelligence				
P	Start, Where Have We Been? Where Are We Going? (Page 3 of 87)	Put alt text on the UMGC Leadership Learning & Development Program graphic (Blake has prepared text for this already, per meeting 7/26 – Frank, Jane, Blake)		
P	Start, Course Map (Page 4 of 87)	Change each module to have a red locked heart when the module is not yet available, a “blank” diamond when the module is available but not yet completed, and a green check mark when the module is completed. Add in visited state alt text once each selection has been finished. Currently the alt text says the number and does not specify which the user has completed. There should be both a visual and alt text indication when a user has completed each portion.		

Category	Page Number	Description	Change Agent's Initials	Comments/Q/A Initials
Understanding and Applying Emotional Intelligence				
P	Start, Introduction (Video)	The focus order appears to vanish once the video is played. Please keep all screen elements available on the screen.		
P	Module 1, Introduce & Overview, Objectives (Page 6 of 87)	Frank's Instructions: Bring focus to the popup once each popup has been opened. Perhaps by grouping the objective with the popup information in the focus order, currently all of the popup info is at the top of the focus order. (Objective one, objective one popup info, objective two, objective two popup info, etc). Unsure if this is an instance where we can use the "hide base layer information when slide is open", or what the checkbox is. I cannot remember off the top of my head and do not know how the storyline course is currently setup, or if it is a good solution.		
P	Module 1, Introduce & Overview, Objectives (Page 6 of 87)	Ensure each element that is selected has a visual visited state (per Frank) (The check marks already satisfy this?) and an alt text visited state in ONE interaction ("objective 1 visited" for example, rather than "objective 1", then another focus order element that says "visited").		

Category	Page Number	Description	Change Agent's Initials	Comments/Q/A Initials
Understanding and Applying Emotional Intelligence				
p	Module 2, Overview of Emotional Intelligence, How the Human Body Works (Page 12 of 87)	In the CC where it says "All the things you see" should be "All of the things that you see" to match the audio.		

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Understanding and Applying Emotional Intelligence				
P	Module 2, Overview of Emotional Intelligence, The Amygdala, The Prefrontal Cortex, The Limbic System (Page 13 of 87)	Make alt texts more specific: "An image of a brain with the word "Amygdala" in the middle and a black arrow pointing to the middle of the brain" "An image of a brain with the words Prefrontal Cortex toward the front. A black arrow points to the front part of the brain" "An image of a brain with the words Limbic System to the right. An opaque red oval shape is over the middle front of the brain to indicate where the limbic system is located."		

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Understanding and Applying Emotional Intelligence				
	Module 2, Overview of Emotional Intelligence, Different Parts of the Brain (Page 14 of 87)	Frank's instructions: Bring focus to the popup once each popup has been opened. Perhaps by grouping the brain information with the popup information in the focus order, currently all of the popup info is at the top of the focus order. (Human Brain, Human Brain popup info, Mammal Brain, Mammal brain popup info, etc.). Unsure if this is an instance where we can use the "hide base layer information when slide is open", or what the checkbox is. I cannot remember off the top of my head and do not know how the storyline course is currently setup, or if it is a good solution.		
P	Module 2, Overview of Emotional Intelligence, Different Parts of the Brain (Page 14 of 87)	Include Visited Alt text when each selection is visited, currently it stays the same. Make sure alt text is specific: "Graphic of human brain with labels: Human Brain, Mammal Brain, Reptilian Brain. Human Brain label points to an upper part of the brain. Mammal Brain points to a middle front part of the brain. Reptilian Brain points to lower back part of the brain." On pop-up layers, make alt text specific: Human Brain: "Graphic of human brain with the front part circled" Mammalian Brain: "Graphic of human brain with the middle front part circled" Reptilian Brain: "Graphic of human brain with the back lower part circled"		

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Understanding and Applying Emotional Intelligence				
P	Module 2, Overview of Emotional Intelligence, Different Parts of the Brain (Page 14 of 87)	Move the text at the bottom up just slightly: "Select the different parts of the brain to learn more about how they influence us." (But make sure text is not touching the brain graphic). Can make the words three lines instead of two to make it fit in that area. Like this: "Select the different parts of the brain to learn more about how they influence us."		
P	Module 2, Overview of Emotional Intelligence, Different Parts of the Brain (Page 16 of 87)	Frank's instructions: Bring focus to the popup once each popup has been opened. Perhaps by grouping the eq, iq, and personality information with the popup information in the focus order, currently all of the popup info is at the top of the focus order. (eq, eq popup info, iq Brain, ig brain popup info, etc.). Unsure if this is an instance where we can use the "hide baselayer information when slide is open", or what the checkbox is. I cannot remember off the top of my head and do not know how the storyline course is currently setup, or if it is a good solution. Currently the visited state for IQ says "IQ Complete", the others read visited. Can we change Completed to Visited in this instance for consistency?		

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Understanding and Applying Emotional Intelligence				
P	Module 2, Overview of Emotional Intelligence, Our Emotional Brain Guides Behavior, Daniel Kahneman's Theory (Page 17 of 87)	Frank's instructions: Bring focus to the popup once each popup has been opened. Perhaps grouping the system 1 and 2 information with the popup information in the focus order, currently all of the popup info is at the top of the focus order. (system 1, system 1 popup info, system 2, system 2 popup info, etc.). Unsure if this is an instance where we can use the "hide baselayer information when slide is open", or what the checkbox is. I cannot remember off the top of my head and do not know how the storyline course is currently setup, or if it is a good solution. Include visited alt text for system 1 and system 2 buttons, currently the alt text does not read that it changes state.		

Category	Page Number	Description	Change Agent's Initials	Comments/Q/A Initials
Understanding and Applying Emotional Intelligence				
P	Module 2, Overview of Emotional Intelligence, The Value of Emotional Intelligence, Emotional Intelligence in the Workplace (Page 18 of 87)	Frank's Instructions: Bring focus to the popup once each popup has been opened. Perhaps by grouping the response information with the popup information in the focus order, currently all of the popup info is at the top of the focus order. (response, response popup info). Unsure if this is an instance where we can use the "hide baselayer information when slide is open", or what the checkbox is. I cannot remember off the top of my head and do not know how the storyline course is currently setup, or if it is a good solution. This is problematic because I can still enter into the text field BEHIND the popup where it should be hidden.		

Category	Page Number	Description	Change Agent's Initials	Comments/Q/A Initials
Understanding and Applying Emotional Intelligence				
P	Module 2, Overview of Emotional Intelligence, The How Emotional Intelligence Can Help You (Page 20 of 87)	Frank's Instructions: Bring focus to the popup once each popup has been opened? Perhaps by grouping the response information with the popup information in the focus order, currently all of the popup info is at the top of the focus order. (response, response popup info). Unsure if this is an instance where we can use the "hide baselayer information when slide is open", or what the checkbox is. I cannot remember off the top of my head and do not know how the storyline course is currently setup, or if it is a good solution. This is problematic because I can still enter into the text field BEHIND the popup where it should be hidden.		

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Understanding and Applying Emotional Intelligence				
p	Module 3, Emotional Intelligence Appraisal, Four Core Skills (Page 23 of 87)	Have the alt text describe the matrix: "A table matrix with two columns at the top. What I See and What I Do. On the left is two rows. Personal Competence and Social Competence. Four boxes are the main part of the matrix. Self Awareness is aligned with What I see and Personal Competence. Self-Management is aligned with What I Do and Personal Competence. Social Awareness is aligned with What I See and Social Competence. Relationship Management is aligned with What I Do and Social Competence." Also, update to both normal alt and visited for consistency. When <u>Each</u> popup is opened, please do not have the previous slide (base layer) information read. For instance, when I open Self – awareness, via screenreader I am hearing the base slide layer information that does NOT currently show it on the screen.		

Category	Page Number	Description	Change Agent's Initials	Comments/ Q/A Initials
Understanding and Applying Emotional Intelligence				
p	Module 3, Emotional Intelligence Appraisal, Your EQ Results (Page 25 of 87)	Frank's Instruction: Bring focus to the popup once each popup has been opened? Perhaps grouping the response information with the popup information in the focus order, currently all of the popup info is at the top of the focus order. (response, response popup info). Unsure if this is an instance where we can use the "hide baselayer information when slide is open", or what the checkbox is. I cannot remember off the top of my head and do not know how the storyline course is currently setup, or if it is a good solution. This is problematic because I can still enter into the text field BEHIND the popup where it should be hidden.		

G, P	Module 4, Strategies for Improving Your Emotional Intelligence, Problems & Solutions (Page 25 of 87)	Change this screen title to PROBLEM AND SOLUTION (take off the S at the end of each word) Get rid of this question as is (drag & drop). Replace with this multiple-choice question: If you feel lazy but want to feel energetic, what should you do to feel the way you want to feel? A) Read a book by a professional life coach about feeling energetic. B) Start working out, eating healthier, and going to sleep earlier. C) Ask your friends, family, and colleagues what makes them feel energetic. D) Eat a big meal so that you feel lethargic and sluggish. Correct Answer Feedback: "Yes. If you want to feel energetic, participate in activities that make you feel energetic. Common ones are working out, eating healthy food, and getting plenty of sleep." Incorrect Answer Feedback: "The correct answer is as follows. If you want to feel energetic, participate in activities that make you feel energetic. Common ones are working out, eating healthy food, and getting plenty of sleep." Be sure to remove the "match the problem to the solution" direction at the top. Use the same screen type as other multiple-choice questions in the course. Find an image of a person looking tired and then another one of them feeling more energetic.		
P	Module 4, Strategies for Improving Your Emotional	Add this question right after the previous one (page 25 of 87). This is a new question and will ADD a page to the course: (use screen title: FEELING CONFIDENT If you feel anxious about initiating a conversation with your supervisor but want to feel confident, what should you do to feel the way you want to feel?		

Category	Page Number	Description	Change Agent's Initials	Comments/Q/A Initials
Understanding and Applying Emotional Intelligence				
	Intelligence, Feeling Confident (Page XX of 87)	A) Tell your supervisor you're nervous about something you want to talk to them about and ask them to ignore it. B) Have one of your coworkers speak to your supervisor about the issue so you don't have to deal with it. C) Carefully write out a professional, competent version of what you want you will say and practice saying it. D) Say "Confidence is key" to yourself over and over just before the conversation. Correct Answer Feedback: Yes. The most effective way to feel a certain way is to behave in a way that causes that feeling. Confidence in speaking tends to happen when you prepare what to say and practice saying it. Incorrect Answer Feedback: The correct answer is as follows. The most effective way to feel a certain way is to behave in a way that causes that feeling. Confidence in speaking tends to happen when you prepare what to say and practice saying it.		

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Understanding and Applying Emotional Intelligence				
P	Module 4, Strategies for Improving Your Emotional Intelligence, Open-Mindedness and Active Listening (Page 35 of 87)	Change ALT TXT to state that they are looking at a tablet, not a clipboard.		

Category	Page Number	Description	Change Agent's Initials	Comments/Q/A Initials
Understanding and Applying Emotional Intelligence				
p	Module 4, Strategies for Improving Your Emotional Intelligence, Emotional ly Intelligent Behaviors at Work (Page 41 of 87)	Extend the CC on the timeline to cover the full audio duration. Currently the closed captioning cuts off before the audio is finished.		

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Understanding and Applying Emotional Intelligence				
P	Module 4, Strategies for Improving Your Emotional Intelligence, Help Kacey Improve her EQ (Page 42 of 87)	Include a visited state alt text once each selection of the questions have been completed.		
P	Global	On all multiple-choice questions, use black to show which answer choice is selected.		

Category	Page Number	Description	Change Agent's Initials	Comments/Q/A Initials
Understanding and Applying Emotional Intelligence				
P	Module 4, Strategies for Improving Your Emotional Intelligence, Cognitive Strategies (Page 47 of 87)	Adjust the CC in "manage their thoughts, emotions, and behavior" to make "behavior" into "behaviors." This way the closed captioning will match the audio.		

Category	Page Number	Description	Change Agent's Initials	Comments/Q/A Initials
Understanding and Applying Emotional Intelligence				
P	Module 4, Strategies for Improving Your Emotional Intelligence, Shift from System 1 to System 2 (Page 49 of 87)	Adjust focus order for woman to be before system 1 and system 2		

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Understanding and Applying Emotional Intelligence				
P	Module 4, Strategies for Improving Your Emotional Intelligence, Knowledge Check: Shifting to System 2 Responses (Page 50 of 87)	Frank's Instruction: The programming for this visited state is different. There are two interactions. One button that says Gianna button. Then another instance in the focus order that says not visited button. Then that changes to a button that says completed. Can we make the functionality of this the same with other visited states? There is usually one button to click and that will change the alt text once it has been selected. (One interaction)		

Category	Page Number	Description	Change Agent's Initials	Comments/Q/A Initials
Understanding and Applying Emotional Intelligence				
P	Module 4, Strategies for Improving Your Emotional Intelligence, What Should Kacey Say to Gianna? (Page 54 of 87)	On the Correct and Incorrect Feedback Layers for this question, remove the direction at the bottom that says "Select NEXT to continue" (since there is a Continue button the learner is supposed to select instead.)		

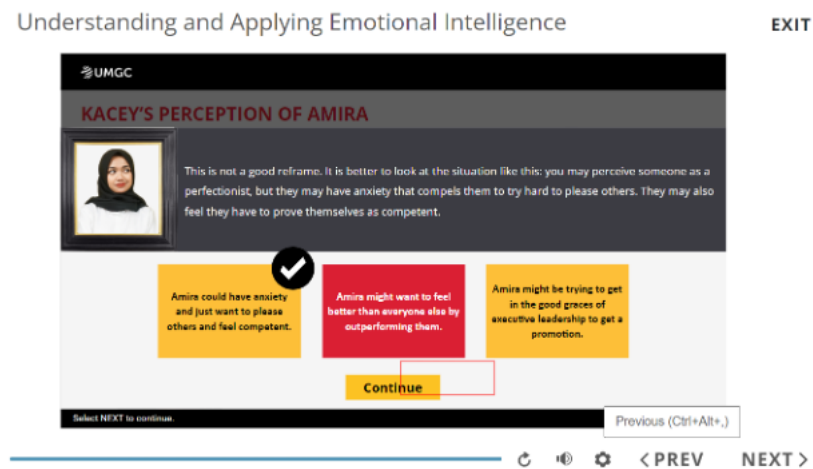
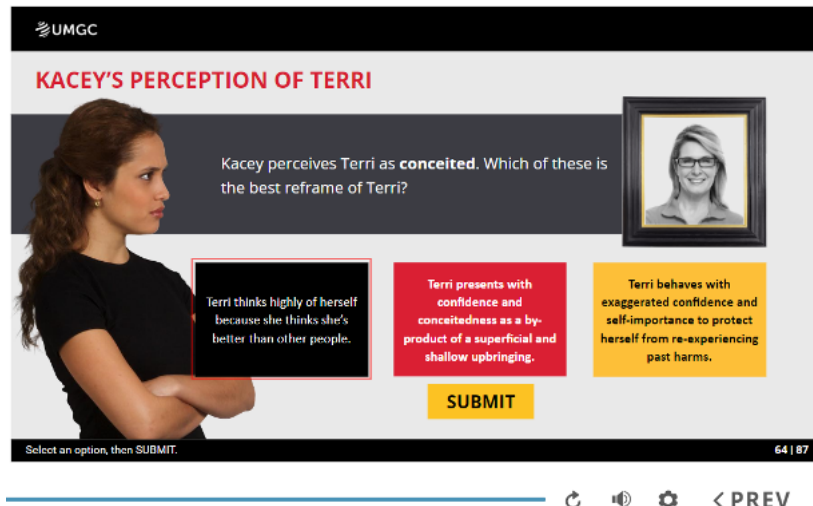
Category	Page Number	Description	Change Agent's Initials	Comments/Q/A Initials
Understanding and Applying Emotional Intelligence				
p	Module 4, Strategies for Improving Your Emotional Intelligence, Brian's Struggles at Work (Page 57 of 87)	Frank's Instruction: For this page, the graphic is reading "not visited." Can we make it similar to these other graphics? They are something like "Brian talking to Kacey".		

Category	Page Number	Description	Change Agent's Initials	Comments/ Q/A Initials
Understanding and Applying Emotional Intelligence				
P	Module 4, Strategies for Improving Your Emotional Intelligence, What Should Kacey Say to Brian? (Page 58 of 87)	On the Correct and Incorrect Feedback Layers for this question, remove the direction at the bottom that says "Select NEXT to continue" (since there is a Continue button the learner is supposed to select instead.)		

Category	Page Number	Description	Change Agent's Initials	Comments/Q/A Initials
Understanding and Applying Emotional Intelligence				
	Module 4, Strategies for Improving Your Emotional Intelligence, Reframing (Page 60 of 87)	Frank's Instruction: The focus order appears to vanish once I select the video to play. Please keep all screen elements available on the screen.		

P	Module 4, Strategies for Improving Your Emotional Intelligence, Knowledge Check, Reframing (Page 61 of 87)	(Many changes on this screen and from this screen) • Please adjust the alt text of <u>EACH</u> button to include a visited state for the button in ONE interaction. Currently its split into two interactions (one of the button one of a checkmark). Fix similar to how it is done earlier in the course where once the button is selected it will CHANGE the alt text to say that it has been visited. • 4 popups branching from page 61/87 - For EACH popup, get rid of "Select Next to Continue" at the bottom since the learner is supposed to select the Continue button, not Next. • Bring focus to the popup once each popup has been opened? Perhaps grouping the response information with the popup information in the focus order, currently all of the popup info is at the top of the focus order. (selection, selection popup info). Unsure if this is an instance where we can use the "hide baselayer information when slide is open", or what the checkbox is. I cannot remember off the top of my head and do not know how the storyline course is currently setup, or if it is a good solution. • In each popup where it shows the correct answer via checkmark or wrong answer - Please adjust the alt text of <u>EACH</u> button to include a visited state for the button in ONE interaction. Currently its split into two interactions (one of the button one of a checkmark). Fix similar to how it is done earlier in the course where once the button is selected it will CHANGE the alt text to say that it has been visited. • Bring focus to the popup once each popup has been opened? Perhaps grouping the response information with the popup information in the focus order, currently all of the popup info is at the top of the focus order. (selection, selection popup info). Unsure if this is an instance where we can use the "hide baselayer information when slide is open", or what the checkbox is. I cannot remember off the top of my head and do not know how the storyline course is currently setup, or if it is a good solution. • Due to this being different from other knowledge checks and it requires a selection then selecting submit. I would recommend putting a box or		
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something around the selection selected so that color is not the only thing showing that it is visually selected. Also change the state alt text so that it is saying it's selected for those that cannot see the screen.



P

Module 4,

Adjust focus order for it to go from the EQ meter text, then continue. Then the selecting retry text, then the retry button. Currently it's out of logical order.

Category	Page Number	Description	Change Agent's Initials	Comments/Q/A Initials
Understanding and Applying Emotional Intelligence				
	Strategies for Improving Your Emotional Intelligence, Knowledge Check, Reframing Meter Page (Page 66 of 87)			

Category	Page Number	Description	Change Agent's Initials	Comments/Q/A Initials
Understanding and Applying Emotional Intelligence				
P	Module 4, Strategies for Improving Your Emotional Intelligence, Identifying and Managing Workplace Emotional Triggers (Page 67 of 87)	Include visited state alt text once each selection has been visited. Currently its missing the alt text indication.		

Category	Page Number	Description	Change Agent's Initials	Comments/Q/A Initials
Understanding and Applying Emotional Intelligence				
P	Module 4, Strategies for Improving Your Emotional Intelligence, Your Emotional Triggers at Work (Page 73 of 87)	Frank's Instructions: Bring focus to the popup once each popup has been opened. Perhaps by grouping the response information with the popup information in the focus order, currently all of the popup info is at the top of the focus order. (response, response popup info). Unsure if this is an instance where we can use the "hide baselayer information when slide is open", or what the checkbox is. I cannot remember off the top of my head and do not know how the storyline course is currently setup, or if it is a good solution. This is problematic because I can still enter into the text field BEHIND the popup where it should be hidden.		

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Understanding and Applying Emotional Intelligence				
P	Module 4, Strategies for Improving Your Emotional Intelligence, Knowledge, Insight, and Understanding (Page 76 of 87)	In the screen title, "KNOWLEDGE, INSIGHT, AND UNDERSTANDING," Knowledge is misspelled. It should say Knowledge, not Knowledgege. Please correct.		

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Understanding and Applying Emotional Intelligence				
P	Module 4, Strategies for Improving Your Emotional Intelligence, Five Steps of Data- Driven Decision Making (Page 78 of 87)	Adjust focus order for the calculator graphic to be before the 1,2,3,4,5 elements. Include visited state alt text once each selection has been visited. Currently its missing the alt text indication. Nothing that the checkmark used on these slides is green, the previous check marks are not consistent with this one used.		

Category	Page Number	Description	Change Agent's Initials	Comments/Q/A Initials
Understanding and Applying Emotional Intelligence				
P	Module 4, Strategies for Improving Your Emotional Intelligence, Define the Problem (Page 79 of 87)	Adjust CC for "where you believe you are supposed to" -- Change "are" to "were" so now its "where you believe you were supposed to". This way the audio matches the closed captioning		

Category	Page Number	Description	Change Agent's Initials	Comments/Q/A Initials
Understanding and Applying Emotional Intelligence				
P	Module 4, Strategies for Improving Your Emotional Intelligence, Analyze the Data (Page 81 of 87)	Adjust CC for "analyze the data you collected". Change "you" to "you've". This way the audio matches the closed captioning.		

Category	Page Number	Description	Change Agent's Initials	Comments/Q/A Initials
Understanding and Applying Emotional Intelligence				
P	Module 4, Strategies for Improving Your Emotional Intelligence, Knowledge Check (Page 84 of 87)	Adjust focus order for "data-driven decision making" to be before "improving your emotional intelligence." Currently they are backwards.		

Category	Page Number	Description	Change Agent's Initials	Comments/Q/A Initials
Understanding and Applying Emotional Intelligence				
P	Module 4, Strategies for Improving Your Emotional Intelligence, Knowledge Check: Data- Driven Decision- Making (Page 85 of 87)	On the pop-up layer, the title is blocked by the woman's head and doesn't seem to be picked up via screenreader. Move the woman down a bit (make her smaller if need be) so she's not covering the title (Knowledge Check: Data Driven Decision-Making)		

Category	Page Number	Description	Change Agent's Initials	Comments/Q/A Initials
Understanding and Applying Emotional Intelligence				
p	Module 4, Strategies for Improving Your Emotional Intelligence, Knowledge Check: Data- Driven Decision- Making (Page 86 of 87)	On the pop-up layer, the title is blocked by the woman's head and doesn't seem to be picked up via screenreader. Move the woman down a bit (make her smaller if need be) so she's not covering the title (Knowledge Check: Data Driven Decision-Making) Change the screen title of this page to: "Knowledge Check: Importance of Evaluating Results"		