

Emergency Operations Training Academy  
 Computer-Based/Web-Based Training (CBT/WBT) Specifications  
 Document

Name of person completing form:  
 Course Name:  
 Course Number:  
 CBT/WBT:WBT

1. **Theme description:** (Attach graphic if applicable)
  
2. **Interface design description:** (Attach graphic if applicable)
  
3. **Screen resolution:** 800x600
  
4. **Maximum page size**            E-train max page size is 600x500
  
5. **Page Maximum file size**
  
6. **Default page name:** Index.html
  
7. **HTML version:** 4.0
  
8. **CSS file names:**
  
9. **Web server type:** Windows 2000/NT MSIS/ASP
  
10. **Minimum bandwidth:** 28.8Kbps
  
11. **Minimum browser requirements:** MSIE 4.0 or better. Netscape 4.0 or better

**12. Player requirements:**

Content Type	File Extension	Player Name	Plug-in (Netscape)	Active X (MSIE)
Audio			<input type="checkbox"/>	<input type="checkbox"/>
Video			<input type="checkbox"/>	<input type="checkbox"/>
Movies			<input type="checkbox"/>	<input type="checkbox"/>
Animation			<input type="checkbox"/>	<input type="checkbox"/>
Other:			<input type="checkbox"/>	<input type="checkbox"/>
Other:			<input type="checkbox"/>	<input type="checkbox"/>
Other:			<input type="checkbox"/>	<input type="checkbox"/>
Other:			<input type="checkbox"/>	<input type="checkbox"/>
Other:			<input type="checkbox"/>	<input type="checkbox"/>

**13. Target browser specifications:**

Open new window?  YES  NO  Page dependent

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New window size:

**14. Pop-Up windows:**

Window size

Text format

Chrome attributes

- Navigation toolbar  
 Status bar  
 Scrollbars as needed

- Location toolbar  
 Menu bar  
 Resize handles

**15. Operating system:**

- Windows 95/98    Windows Me    Windows 2000/NT  
 Windows XP  
 Mac OS9                       Mac OS10 (OSX)  
 UNIX  
Others

**16. Supporting technologies:**

- Cookies    VBScript    JavaScript    ASP                       JSP  
 CFML       ASP .NET    PHP  
Other:

**17. Hardware requirements:**

- Sound card    CD-ROM Drive    DVD-ROM Drive  
Processor Speed  
RAM  
Disk Space  
Other

**18. Text design and standards:**

- Text justification  
 Left  
 Right  
 Center  
 Page dependent

Text display treatment e.g. "Bullets appear on the screen, from left to right, one at a time, with a two second pause before each new bullet and after all bullets are in place."

**18.1 Text Specifications:**

Level	Font Name	Style <i>(Bold, italic, etc.)</i>	Size	Color
<b>Body text</b>				
Heading 1				

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Level	Font Name	Style <i>(Bold, italic, etc.)</i>	Size	Color
Heading 2				
Heading 3				
Heading 4				
Heading 5				
Heading 6				
Heading 7				
Emphasized Text				
Notes				
Graphics titles				
Hyperlinks				
Other:				

**19. Graphics specifications:**

Color range

- 256
- Web-safe pallet
- 16 million

Still photographs: ----Copyrighted material?  Yes  No

File naming convention  
Default format  
Other format  
Maximum file size

Animations: ----Copyrighted material?  Yes  No

File naming convention  
Default format  
Other format  
Maximum file size

**20. Audio and video specifications:**

Audio----Copyrighted material?  Yes  No

Narration and tone  
File naming convention  
Default format  
Other format

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- Maximum file size
- Sound Effects
- File naming convention
- Default format
- Other format
- Maximum file size
- Music
- Video----Copyrighted material?  Yes  No
- File naming convention
- Default format
- Other format
- Maximum file size

**21. Interface and functionality**

The developer will create all links that are either course internal or point to other Internet sites or information. The EOTA will create links that go to material or pages resident on the EOTA server.

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li><input type="checkbox"/> <b>Simplicity</b><br/>Description</li><li><input type="checkbox"/> <b>Consistent screen elements</b><br/>Description</li><li><input type="checkbox"/> <b>Course instructions page</b><br/>Description</li><li><input type="checkbox"/> <b>Main menu page/Course map</b><br/>Description</li><li><input type="checkbox"/> <b>Consistent navigation elements</b><br/>Description</li><li><input type="checkbox"/> <b>Z-pattern</b></li><li><input type="checkbox"/> <b>Frame identifiers</b><ul style="list-style-type: none"><li><input type="checkbox"/> Lesson number</li><li><input type="checkbox"/> Page # of # of pages</li></ul>Description</li><li><input type="checkbox"/> <b>Exit, Next, Previous, Menu buttons</b><br/>Description</li><li><input type="checkbox"/> <b>Bookmarking</b><br/>Description</li><li><input type="checkbox"/> <b>RA Section 508</b><ul style="list-style-type: none"><li><input type="checkbox"/> Text only version</li><li><input type="checkbox"/> Print button</li></ul>Description</li></ul> | <ul style="list-style-type: none"><li><input type="checkbox"/> <b>SCORM conformance</b><br/>Description</li><li><input type="checkbox"/> <b>Audio controls</b><ul style="list-style-type: none"><li><input type="checkbox"/> Play <input type="checkbox"/> Stop</li><li><input type="checkbox"/> Rewind <input type="checkbox"/> Pause</li></ul>Description</li><li><input type="checkbox"/> <b>Video controls</b><ul style="list-style-type: none"><li><input type="checkbox"/> Play <input type="checkbox"/> Stop</li><li><input type="checkbox"/> Rewind <input type="checkbox"/> Pause</li></ul>Description</li><li><input type="checkbox"/> <b>Mark screen button</b><br/>Description</li><li><input type="checkbox"/> <b>Glossary button</b><br/>Description</li><li><input type="checkbox"/> <b>Help function</b><br/>Description</li><li><input type="checkbox"/> <b>Links to other websites</b><br/>Description</li><li><input type="checkbox"/> <b>Supplemental information button</b><br/>Description</li><li><input type="checkbox"/> <b>Certificate button</b><br/>Description</li></ul> |
|---|---|

**22. Learner input standards:**

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- Input devices:  Mouse  
 Keyboard  
 Microphone  
 PC Camera  
Other

How will the learner use each of these devices?

**23. Evaluation and feedback standards:**

Who creates the evaluations?

Kirkpatrick Level I

- EOTA     Developer    Other

Kirkpatrick Level II

- EOTA     Developer    Other

23.1 What type of formative questioning devices will be used?

- Pop-up windows

- Drag and drop

Auto arrange button?

- Yes  No

Are a specific number of attempts required before the button appears?

- Yes  No

If YES, how many?

- Matching

Auto match button?

- Yes  No

Are a specific number of attempts required before the button appears?

- Yes  No

If YES, how many?

- Fill-in

Correct answer button?

- Yes  No

Are a specific number of attempts required before the button appears?

- Yes  No

If YES, how many?

- Multiple choices

Correct answer button?

- Yes  No

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Are a specific number of attempts required before the button appears?

Yes  No

If YES, how many?

Other

23.2 What are the response standards?

Number of attempts per question Unlimited

Can the learner proceed without answering questions?

Yes  No

If the learner answers incorrectly, must he or she review the material before proceeding?

Yes  No

If the learner answers incorrectly is he or she allowed to continue?

Yes  No

What are the feedback standards?

Immediate  Cumulative

Visual

Pop-up window

Correct information provided in pop-up

Summary

With link to source page

Without link to source page

Full text from source page

Links to source pages only

Other:

Other visual

Audio

Sound

Voice

Other

23.3 What type of summative evaluation will be used?

Printed and mailed or faxed.

On-line

Pre-test

Number of attempts Unlimited

Recorded

Passing grade Other

Feedback  Pass\Fail  Actual score

Post-test

Number of attempts Unlimited

Recorded

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- Open book  
 Closed book  
Passing grade                      Other  
Feedback                       Pass\Fail     Actual score

What type of summative on-line evaluation devices will be used?

- Pop-up windows  
 Drag and drop  
    Auto arrange button?  
         Yes  No  
    Are a specific number of attempts required before the button appears?  
         Yes  No  
    If YES, how many?

- Matching  
    Auto match button?  
         Yes  No  
    Are a specific number of attempts required before the button appears?  
         Yes  No  
    If YES, how many?

- Fill-in  
    Correct answer button?  
         Yes  No  
    Are a specific number of attempts required before the button appears?  
         Yes  No  
    If YES, how many?

- Multiple choices  
    Correct answer button?  
         Yes  No  
    Are a specific number of attempts required before the button appears?  
         Yes  No  
    If YES, how many?

Other

What are the response standards?

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If the learner answers incorrectly, must he or she review the material before proceeding?

Yes  No

If the learner answers incorrectly is he or she allowed to continue?

Yes  No

What are the feedback standards?

Immediate  Cumulative

Visual

Pop-up window

Correct information provided in pop-up

Summary

With link to source page

Without link to source page

Full text from source page

Links to source pages only

Other:

Other visual

Audio

Sound

Voice

Other

Comments: