

ELM Completion by Delivery Method



WBT Type	File Format	Completion Status	Example
WBT	SCORM 1.2 Compliant Content (Lectora, Captivate) AICC/HCP	Completion requirements built into content. Examples: <ul style="list-style-type: none"> • Completion given if x% of slides are complete • Completion given if scored x% or higher on quiz. • No completion requirements given. 	Captivate training with built in quiz.
WBT	Link pointing to a Word, PDF or PPT loaded on ELM server or linked to external website	Completion upon launch of content.	Tracking that an employee has launched your Agency's HR policy.
Blended WBT	WBT + Assignment WBT+ ILT	Must complete both components prior to completion. With Assignment or Test, content must be sent (outside of ELM) to be reviewed/graded. Administrator can mark completion from roster. Also, assignment can be set up to be completed by the Learner or Manager or both.	WBT content + Test (assignment) that is submitted to Administrator to grade and mark as complete.
Assignment	Link pointing to a Word, PDF or PPT loaded on ELM server or to external website.	One of four options: <ul style="list-style-type: none"> • Learner marks completion • Learner & Manager marks completion (not notified via workflow) • Manager marks completion (not notified via workflow) • ELM Admin marks completion on activity roster 	A Learner confirming that they read the HR Policy (learner marks completion) A learner watches a video and completes a quiz (Manager or Administrator marks completion)