

## Guidance for Content Reviewers: Staying Within Scope & Best Practices for Edits

To ensure an efficient and scalable initial customization and tailoring process, we ask that content edits stay under **25 card edits per training title**, and fewer when possible.

### Customization Planning

#### Focus on:

#### **\*\*Impactful, Learner-Centric Edits\*\***

Please prioritize edits that:

- Enhance clarity
- Improve learner understanding
- Add company branding or references

#### Avoid:

#### **\*\*Stylistic or personal tone\***

Edits that are primarily stylistic or reflect personal tone preferences. Consistency is key to ensuring a cohesive learner experience across titles.

#### **Do Use Introductory Cards for Company Branding**

Each training includes **two introductory cards** at the beginning of the module. These are included for each piece of content.

#### **Some examples are:**

- Company Intro messages from leaders
  - For example: A text card or video message from the CEO or other leader introducing the content and company goals. *Examples can be provided upon request.*
- Company Language or terminology - This approach preserves edit counts while still reflecting your organization's voice and language
  - For example: If your organization prefers “anti-harassment” over “preventing harassment,” instead of changing this across all cards (which would count as multiple edits), use an intro card to address it like this:  
*“While we internally use the term 'anti-harassment,' this training will use the term 'preventing harassment.' Both refer to the same concept. If you have any questions, please contact [[name@organization.com](#)].”*

### Word Script Markups

#### **What is a Card edit?**

Card edits are counted by training card, not by the number of words changed.

- An edit updating one word or sentence on a “card” = **1 edit**
- An edit updating multiple sentences or words on a “card” = **still 1 edit**

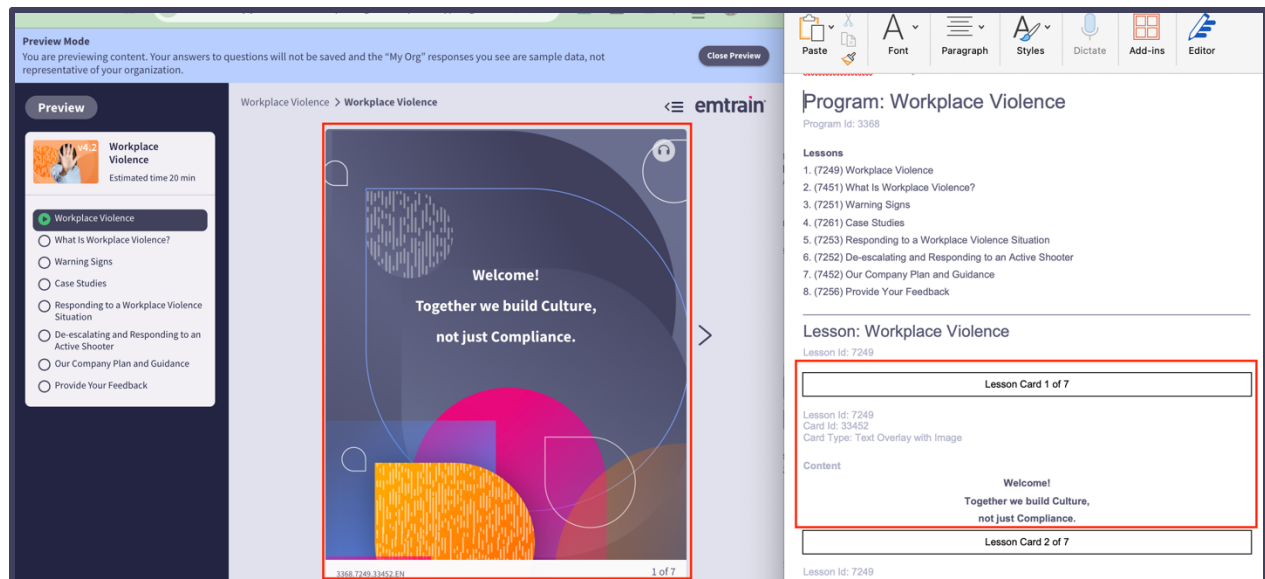
#### **What constitutes a card?**

- A “card” refers to a section of the script separated by a **Lesson Card** boxed header. Think of it as one unit of learning.
- Each card has its unique **Card Id**, also displayed on the script and on screen.

### How do I review the content and markup the script?

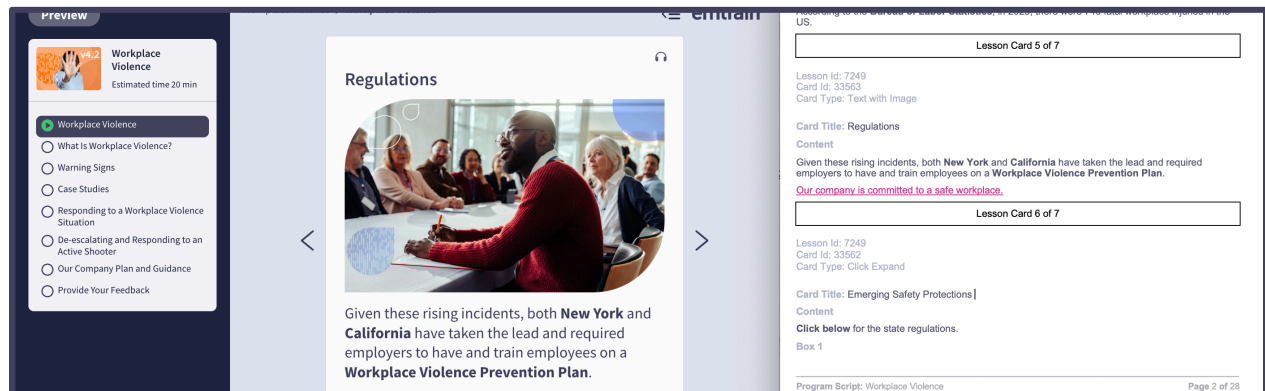
- Open the platform with content on one screen or one side of the screen
- Open the word script on the other screen or other side of the screen

See below: “1” Card is noted in the red boxes in the screenshot.



### What does an edit look like?

- Tracked changes are “turned on” on your word document.
  - See below for a sample edit on the word doc on “Lesson Card 5 of 7” in this example
  - This is **1 Card Edit**



*Video Coming Soon of the word scripting markup process in detail!*

## Content Review Process

After you marked up a script and submitted, Emtrain completes the customization, you'll receive:

- A link to review the custom training
- Testing credentials to login and review
- Word script again with custom content **\*\*REPEAT STEPS ABOVE\*\*** if needed

In this cycle, you will:

- Validate the edits have been applied correctly.
- Clarify any additional changes can be made **only if they are refinements to your original edits**.
- Request new or unrelated changes that may be considered **out of scope** and could increase your edit count.

Then, we ask that you:

- Approve the content

So, we can

- Publish the content

Then, you can:

- Either
  - Setup campaigns (Hosted)
  - Download SCORM files (SCORM)

## SCORM Review Process

- Some clients will conduct a SCORM review testing cycle on their files, but that should not reflect content updates as those would have been worked out above. This cycle is about platform functionality.