PEGA® Academy

Publishing requirements - External

Publishing external content in Pega Academy

To preserve the standards set in the new Pega Academy training environment, the following points need to be in place prior to publication approval. Please allow **2-4 business days** for review before publication can occur.

Writing Standards	Mission	Module	Topic	Challenge
Mission must be approved: by Badging Governance Committee	√	√	√	√
Content QC completed by peers and SMEs	√	√	√	√
Completed copy editing review by COE	√	√	√	√
Title: headline case	√			
Title: sentence case		√	√	√
Title: adheres to proper concept-based/task-based naming convention	√	√	√	√
Duration: set in 5-minute intervals	√	√	√	√
Description: 1-2 lines for Missions 2-3 lines for Modules	√	√		
Learning objectives: use active verbs that are measurable to state desired learning outcome		√		
Learning objectives: on module level only		√		
Member access: leave blank *this is set at the mission, module, challenge levels and must match	√	√		√
Training library: set training library	√	√		√
Product tags: set product tags	√	√		√
Videos: use poster thumbnail title image			√	√
Videos: concept video topics include introduction before video and transcript or interaction following video.			√	
Challenges/Activities required				√
Demo videos: contain no audio, no captions; used as Challenge walkthrough video				√

Credentials: for Challenge exercise; listed in Scenario table				√
Exercise environment: must be configured				√
Links: all links work as expected	√	√	√	√
Unlock content: all content must be unlocked and saved prior to publication request	√	√	√	√
Content is complete: no adding/removing once published	√	√		√
Mission badge: request has been made and badge is associated with Mission ID (5 business day SLA for request)	√			

Interaction Standards	**Knowledge check**	**Module quiz**	**Mission test**
Interaction run-time review: authors review answers to all questions to verify accuracy	√	√	√
Configure proper settings for all interactions	√	√	√
Configure proper settings for Quiz/Test container		√	√
Quiz questions: follow best practice guidelines	√	√	√
Feedback: answer feedback is mandatory	√	√	√
Knowledge checks: 1 per topic	√		
Knowledge checks: includes instructional text: *Check your knowledge with the following interaction."*	√		
Mission test: mandatory per mission			√
Mission test: minimum 2 question per module in 1.5x pool			√
Module quiz: mandatory quiz per module		√	
Module quiz: minimum of one question per topic or learning objective; preferably two		√	
Multiple answer questions: double queued	√	√	√
Drag and Drop: includes instructional text, meets font size, task size, and layering standards	√	√	√
Hotspots: Includes instructional text	√	√	√
Image juxtaposition: Includes instructional text	√	√	√
Module quiz – Fill in the blank: includes instructional text		√	