



Saskatchewan
Health Authority

SHA Articulate

360

Toolkit

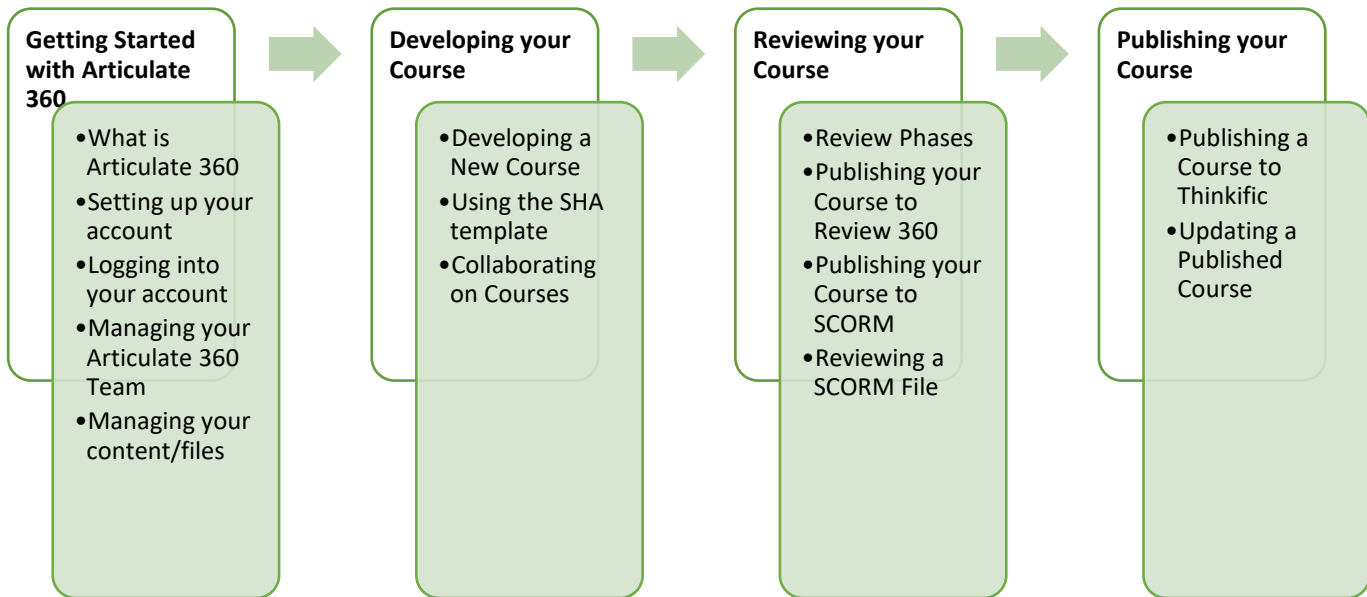
Organizational Culture
Learning and Development

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Articulate 360

This toolkit outlines the standard approach to developing online learning content using the software Articulate 360. The visual below captures this approach:



This toolkit provides further details on the tools available and how they are used for learning development at the Saskatchewan Health Authority. We also encourage you to join the [Articulate Community of Practice](#) and our [Community of Practice](#) where you can continue building on this foundational knowledge.

What is Articulate 360?

Articulate 360 is a comprehensive subscription-based platform for creating online learning content. It includes a suite of tools, a library of resources, and features for collaboration and distribution. There are several tools included with your subscription, including:

1. **Storyline 360** – A desktop application for creating highly customizable, interactive e-learning courses with advanced features. It allows for detailed slide-based design, complex interactions, and robust assessments.
2. **Rise 360** - A web-based tool for creating responsive, mobile-friendly e-learning courses with a focus on ease of use and speed of development. It uses a block-based approach, allowing users to build courses with various interactive elements.
3. **Review 360** – A web-based application for collecting feedback on e-learning courses from stakeholders.
4. **Replay 360** – A video recording and editing tool for creating videos.
5. **Peek 360** – A simple tool for recording and sharing screencasts.
6. **Studio 360** - Includes Presenter 360, Quizmaker 360, and Engage 360 for creating presentation-based courses, quizzes, and interactive elements.

This toolkit will focus on Rise 360 and Review 360. To learn more about the other tools included in your subscription, click [here](#).

Setting Up Articulate 360

Purchasing an Articulate 360 License

The SHA maintains an Articulate 360 subscription. Teams developing online learning can request a license on this subscription. There is an annual license fee that is funded by the department using the license. For one-off projects, a temporary license may be available upon discussion.

If you are purchasing a license for your department or require additional information, please send an email to organizational.culture@saskhealthauthority.ca.

If you are borrowing a temporary license please fill in the [Articulate 360 License Request Form](#).

Downloading the Articulate 360 Application

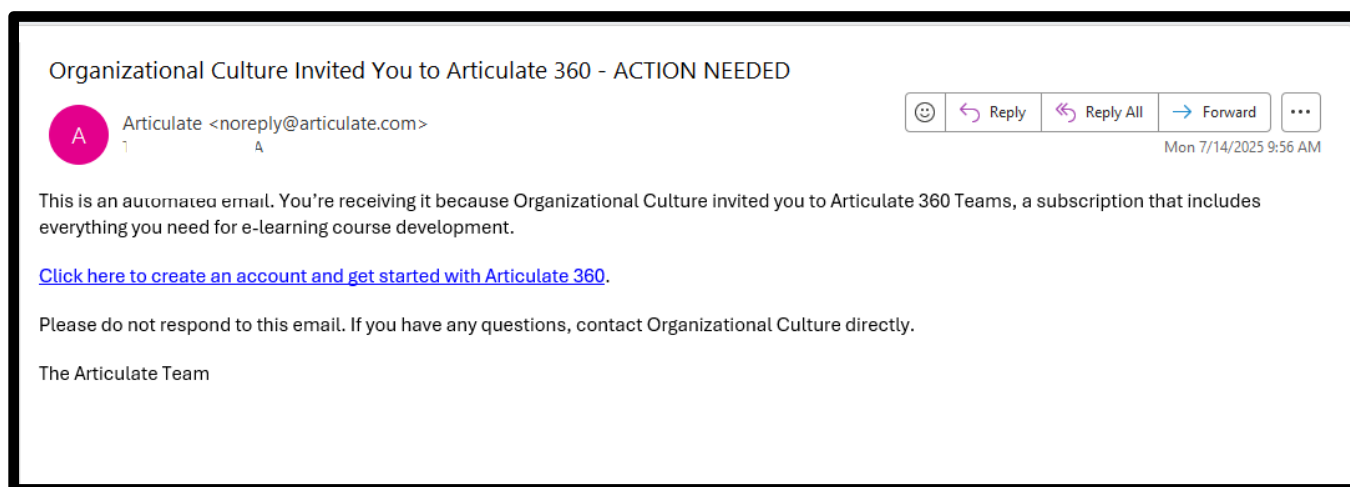
Articulate 360 uses a web-based and desktop application to access the suite of tools. The desktop application must be installed on each device that will be used to access Articulate 360.

To download the application, contact the eHS Service Desk by email at servicedesk@ehealthsask.ca or by phone at **1-888-316-7446**. Please advise the Service Desk representative that you only require the software installation and that a license has already been purchased.

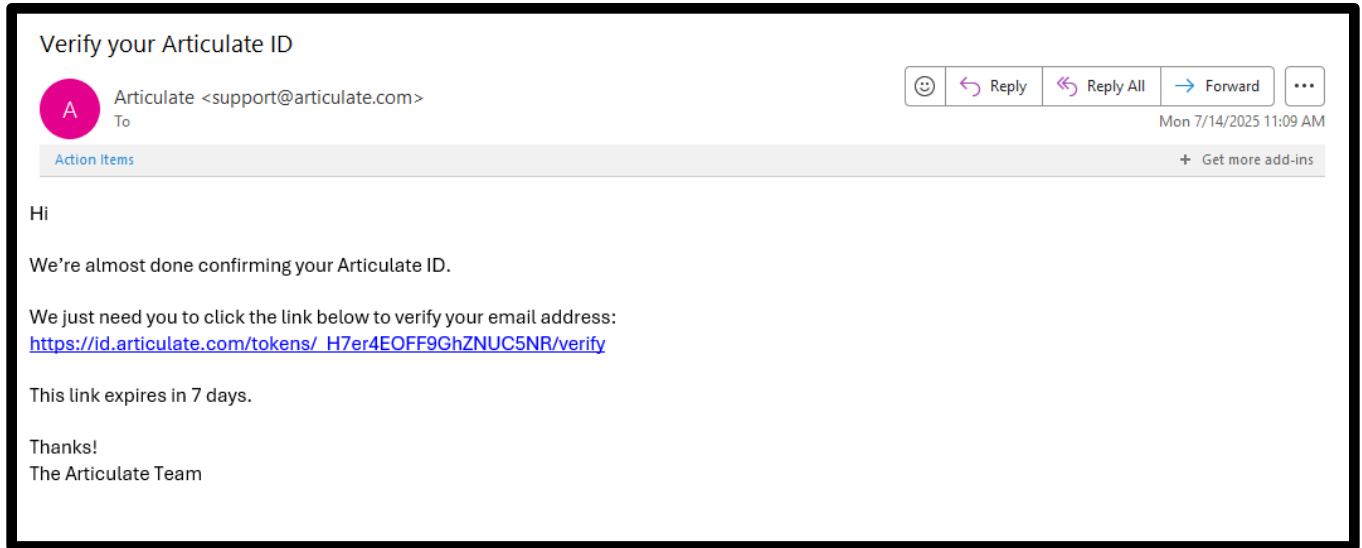
Setting up an Articulate 360 Account

Once your Articulate 360 license has been purchased and IT has downloaded the Articulate 360 desktop application to your computer you will receive an e-mail notification to the e-mail address attached to the seat to set up your Articulate 360 account.

1. Click on the link in the email to create your account and choose your password.
2. Follow all instructions and prompts on the screen.



3. Once your account is created you will receive another e-mail to verify your account. Once you verify your account you are ready to login and start using Articulate 360!

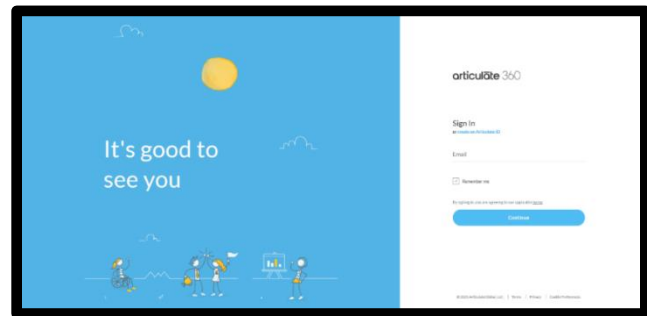


Logging into Articulate 360

Once you have set up and verified your account, there are 2 ways that you can login to Articulate 360 – a web browser application and a desk top application. The web browser application is the easiest way to access both Rise 360 and Review 360, which are the most commonly used tools. The desktop application provides access to all the tools but is the only way to access Storyline 360, Studio 360, Replay 360 and Peek 360.

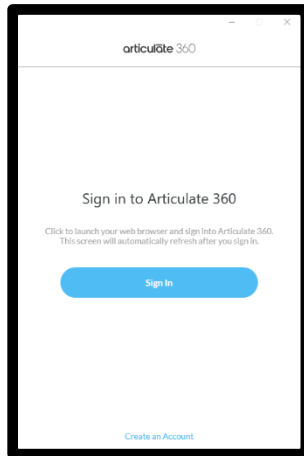
1. Web browser application:

- a. Go to <https://id.articulate.com/redirect/360/>
- b. Enter your e-mail address
- c. Click continue.
- d. Enter your password.
- e. Click 'Sign In'.
- f. From the top menu bar choose your application – Dashboard, Rise 360, Review 360 etc.

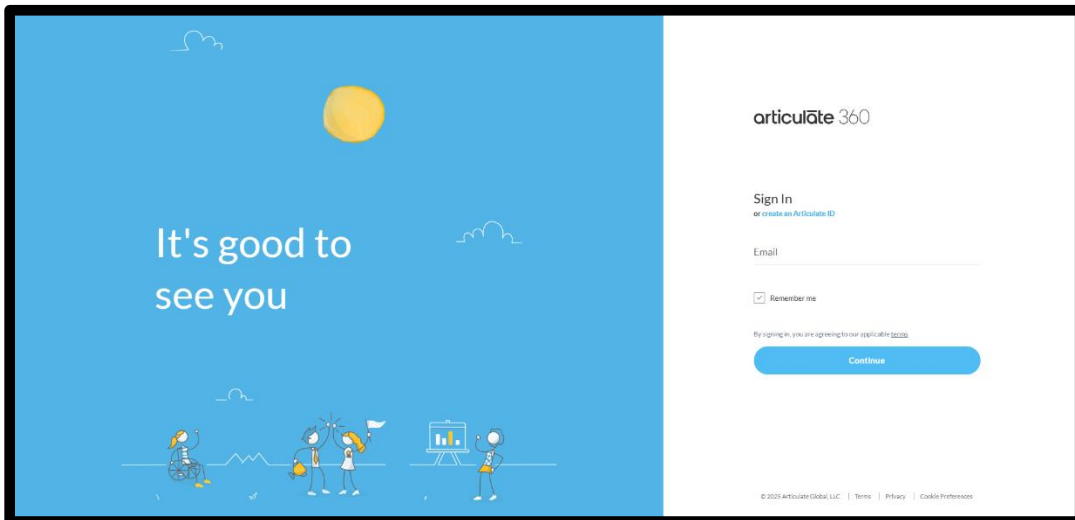


2. Desktop application:

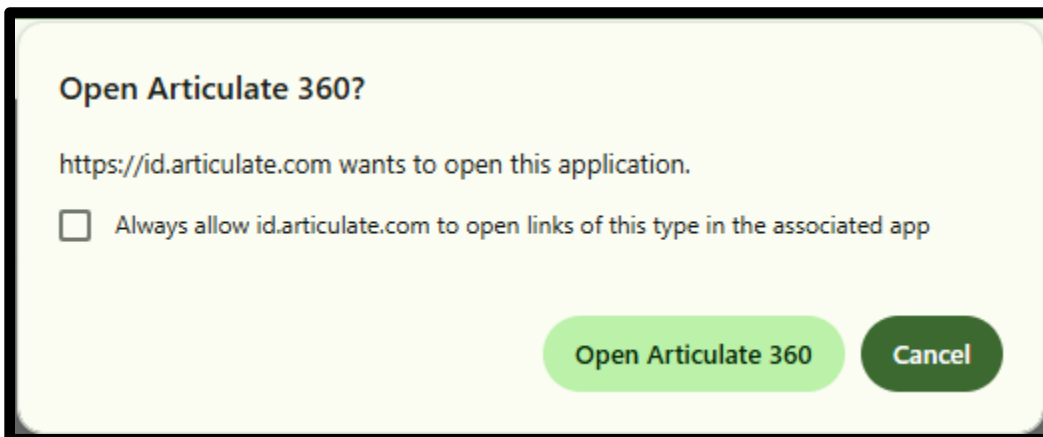
- Find the Articulate 360 icon on your desktop.
- Double click to open the application.
- Click 'Sign In'.



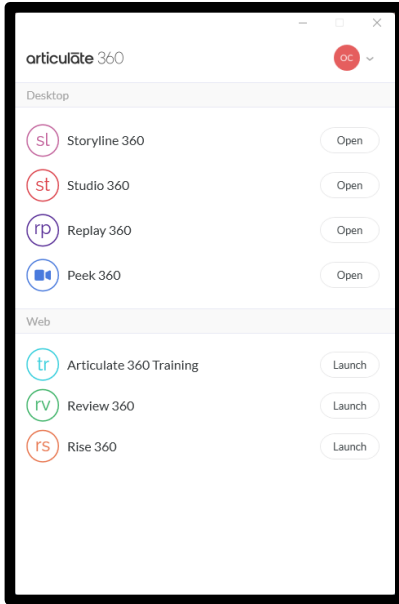
- You will be re-directed to a web browser to enter your email address.
- Click continue.
- Enter your password.
- Click 'Sign In'.



- A pop up will appear to allow the desktop application to open – Click 'Open Articulate 360'.



- i. The desktop application will open.
- j. Choose which tool you would like to use.



Managing your Articulate 360 Group

There are 3 different required roles within an Articulate 360 subscription that you need to be aware of:

1. **Account Owner/Primary Admin/360 Admin** – manage all users, groups and admins for the whole subscription. These roles are assigned to the Organizational Culture Learning & Development Team.
2. **Group Managers**– manage users in the groups they’re responsible for. They don’t need to consume a seat within the subscription, so anyone on your team can be assigned the role of group manager. (Ex: Administrative Assistant for your department) All teams must assign a group manager to manage their seats.
3. **Users** – they are seat holders and can use all the tools and applications within the subscription. Create online learning modules for publishing. 1 seat equals 1 user.

Each team must determine a Group Manager who can help manage the seats associated with your team. If you haven’t identified a Group Manager for your team, please contact [Organizational Culture](#) to set this up.

Group Manager Responsibilities

Group Managers manage users/seats in the groups they’re responsible for. This could be 1 seat or multiple seats depending on how many your team has purchased. Regardless of how many seats your team has, you want to determine a group manager so you can easily make the changes you might need.

Group Managers don't need to consume a seat, so you can have someone else on your team manage the seats who isn't a user. However, if they need to manage the team *and* create e-learning courses then they will need a seat.

Group Managers can:

- Add users to groups (i.e., assigning an email to an open seat for a new user).

- Remove users from a seat (i.e., deleting an email so the user can no longer access Articulate and then assigning to a new user. An example is when there is turnover in a position).

Signing into your Group Manager Account

1. Sign in to <https://id.articulate.com/redirect/account>
2. Click **Manage Team** on the left side of the screen.

Managing People, Groups, and Invites

The [Articulate 360 Teams: Managing People, Groups and Invites User Guide](#) provides Group Managers information on how to manage the seats within their group.

To add or remove users from your group, scroll down to the **'Manage Users and Permissions'** section of the User Guide and click on the links under the **'Members with group manager permissions'** section:

- [Invite users to their assigned group](#)
- [Manage Create permissions of group members](#)
- [Remove members from their assigned group and manage their content](#)

Rise360

Managing and Organizing Content/Files

Click [here](#) for information on how to manage your content and files on your Rise 360 dashboard. Articulate 360 has a short [video](#) on folders and permissions.

Note: It is important for each team to have a Team folder in Rise 360, for all your published courses. This will allow for easy access in the future for edits, troubleshooting and cataloguing purposes. Teams are responsible for managing and organizing their own team content and files.

Developing a New Course in Rise 360

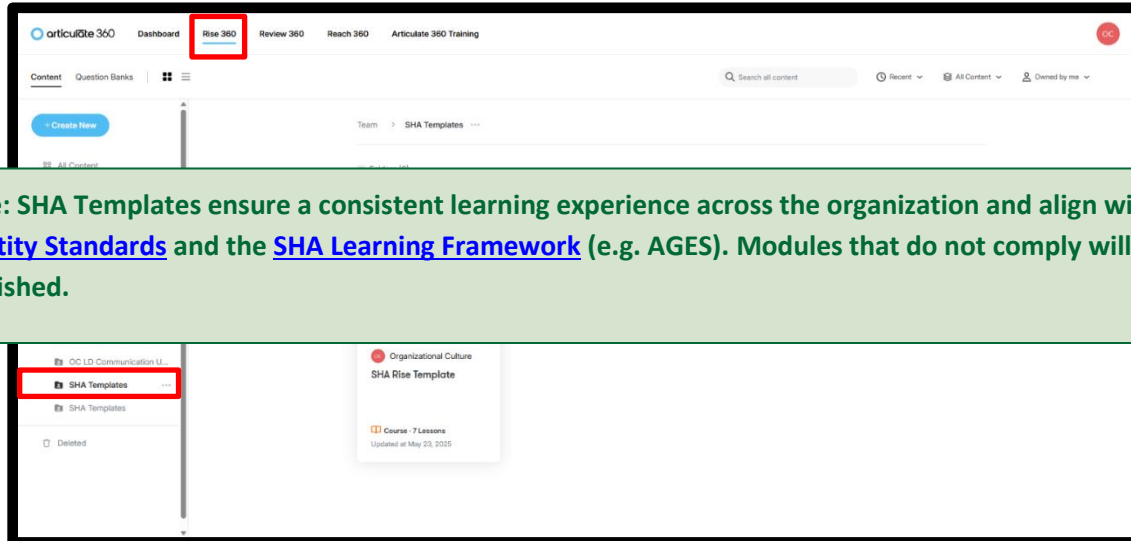
Before you begin take time to watch the [Getting Started with Rise 360](#) video and the [Rise 360 User Guide](#) from the Articulate 360 website. These videos will provide you with the information you need around the functionality of Rise 360.

Note: Please submit a Learning Development Request on [MyConnection](#) at the start of your project. This step helps SHA teams coordinate efforts by ensuring the right people are involved and connecting related work. It also gives the Organizational Culture Learning Support Team visibility into upcoming modules so we can plan resources effectively and support publication deadlines.

Templates

All modules developed in Articulate 360 must use the SHA Templates. These templates have been developed to meet the overall [SHA Visual Identity Standards](#).

The **Rise 360** template is called **SHA Rise Template**. You can find it on your Rise 360 Dashboard in the Team Folder – SHA Templates.



Duplicating the SHA Template to Create a New Course

When you are ready to start developing your online learning module in Rise 360 follow these steps:

1. Login to the web application of Articulate 360 - <https://360.articulate.com/>
2. Select the Rise 360 tab from the top menu bar.
3. Click on the 'Team' folder.
4. Click on the 'SHA Templates' sub folder.
5. Find the 'SHA Rise Template (Duplicate to Use)' course tile.
6. Click on the 3 dots in the right-hand corner of the tile.
7. Click 'Duplicate'.
8. Rename the file to the name of your online learning module.
9. Select the 3 dots in the right-hand corner of the NEW tile.
10. Select 'Move'.
11. Click the 'Private' file.
12. Click 'Move' button.
13. Click 'Move' button in the pop up.
14. Click on the 'Private' folder in the menu.
15. Click on the new course tile to open it and begin editing.

Using the SHA Template

Once you have duplicated the SHA Template course you are ready to start creating your own course.

Use the [Using the Rise 360 Template Checklist](#) to update the SHA Template and start developing your online module.

Collaborating on Courses

You can easily collaborate with other Articulate 360 users on your course creation. You can add collaborators to your course, edit the role they play in the collaboration and transfer content to a different owner. Click [here](#) for information on how you can collaborate on your Rise 360 courses.

To add a collaborator:

1. Click on the course on your Rise 360 account dashboard.
2. Click on the **settings gear** in the top menu.
3. Click on **'collaborators'**
4. In the **'Enter an e-mail'** field, type the e-mail of the Articulate account you want to collaborate with.
5. Click **'Invite'**.
6. Once the email appears in the list, change the **'Editor'** role to **'Manager'**
7. Note that your course will now appear in your **'Team'** folder instead of your private folder.
8. Click **'Close'** in the top right corner of the screen

Note: All Rise360 courses must have organizational.culture@saskhealthauthority.ca as a manager. This ensures we have access to the files in the future for troubleshooting, cataloguing and editing purposes. This step needs to be completed before the course will be published in Thinkific.

Sending a Copy of a Rise 360 Course

You can send a copy of a Rise360 course to another Rise360 user. When you send a copy of a course, it is an independent version of the same project (i.e., changes that are made in the original course won't appear in the copy). If you want to collaborate on the same project, you must add the Rise360 user as a collaborator instead of sending them a copy.

To send a copy of a Rise 360 Course:

1. Login to your Articulate 360 account and navigate to your Rise 360 dashboard.
2. Click on the ellipsis (...) for the course you want to share a copy.
3. From the drop-down menu, click "Send a Copy".
4. Enter the e-mail address of the Rise 360 user you want to send the copy to.
5. Optional to send a message – update the message field if needed.
6. Click Send (Note: If the person you are sending a course to does not have an active license an error will appear on the screen when you try to send).
7. The recipient will receive an e-mail notification and the course will automatically appear on their Rise 360 dashboard.

Review 360

Review 360 is one of the web-based applications included in your Articulate 360 license. It allows you to collaborate on projects by publishing courses to Review 360 and collecting feedback from stakeholders. You can update your project while keeping everyone in sync with the latest version of the course. It is a simple and effective way to provide and receive feedback on your project.

Before you begin take time to watch the [Getting Started with Review 360](#) video and the [Review 360 User Guide](#) from the Articulate 360 website.

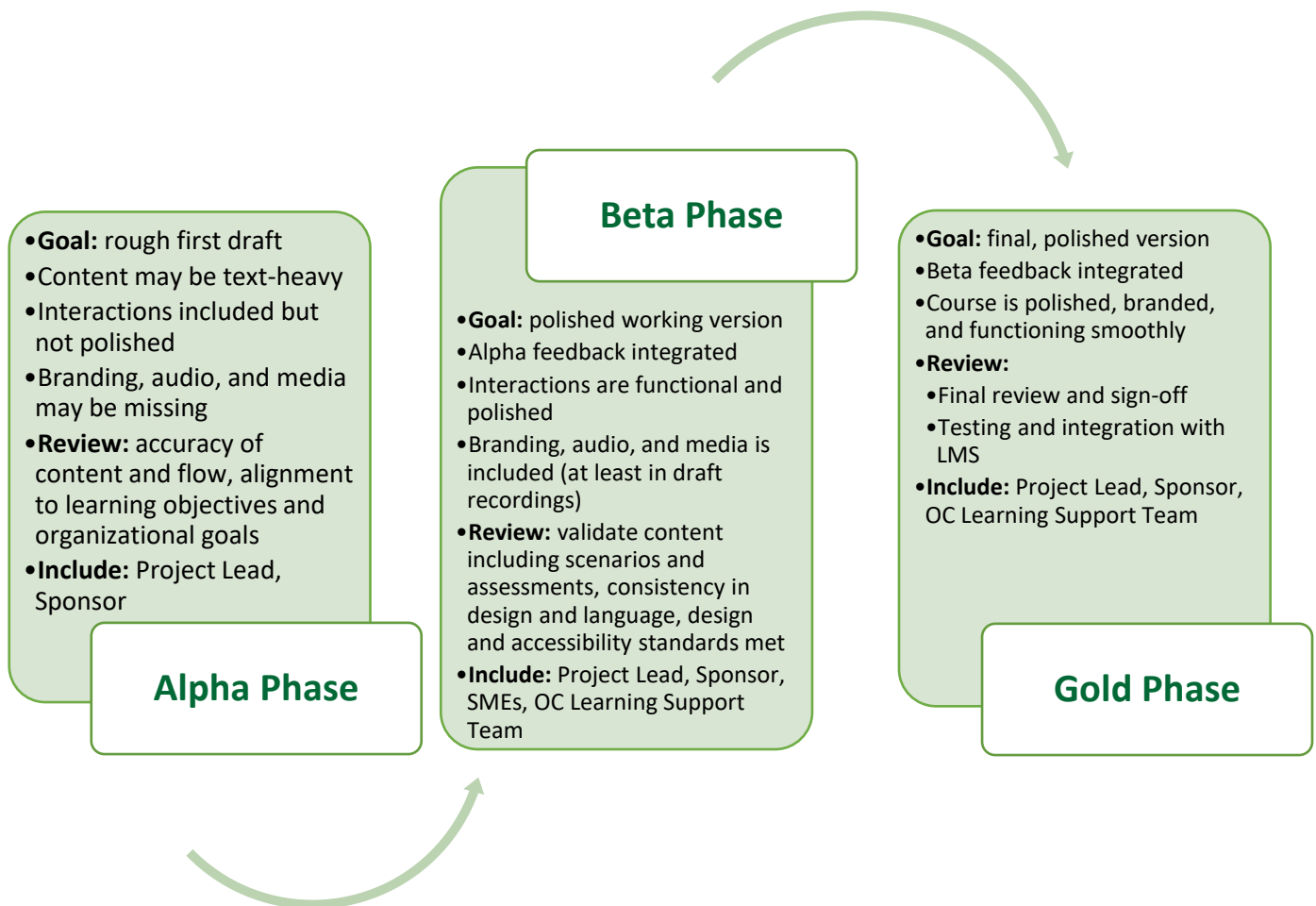
For further information on how to use and manage Review 360 as the module owner, click [here](#).

For further information on how stakeholders review the module in Review 360, click [here](#).

Tip: Use this [link](#) to provide instructions and helpful information on Review 360 to those you are sending your online learning module to review.

Review Cycles

We encourage you to use Alpha, Beta and Gold review phases to streamline the development process. The goal and focus of each phase are highlighted in the visual below:



Publishing a Rise 360 Course to Review 360

When you are ready to gather feedback on your Rise 360 course, you can publish to Review 360.

To publish a Rise 360 Course to Review 360:

1. In Rise360, open the course you want to publish.
2. Click Review.
3. Under Publish settings, click 'Create a new item' and name the course. If you are publishing a new version of an existing item on Review360, toggle to that option and select the course from the drop-down list. This ensures all comments and versions are maintained in one place.
4. Click Publish.
5. Click View in Review360.
6. Click Request Review.
7. Under Assign Reviewers, add the email addresses of designated reviewers.
8. Add optional message to reviewers and set a due date.
9. Click Send Request.
10. As reviewers provide comments, you will receive notifications (unless this setting has been turned off).
11. Open Review360. Under Feedback, you can review comments and add replies.
12. Once a comment has been addressed, you can mark it as resolved by hovering over the comment and clicking 'resolve'.

OC Learning Support Team Review

Note: Include organizational.culture@saskhealthauthority.ca in your Review 360 request at the Beta Phase. The team will complete a review of the module using this [checklist](#) to ensure it meets the SHA design and accessibility standards and functions and flows properly. Required changes must be resolved before a publication request is submitted.

Publishing your Course

SCORM (Sharable Content Object Reference Model) is the most common way to publish your Articulate 360 course. It will package the entire module into one .zip file to be uploaded into Thinkific. SCORM allows for easy sharing of content across various LMS and requires the use of a third-party content authoring tool, like Articulate 360, to create it.

Publishing a Rise 360 Course to SCORM

1. In Rise360, open the course you want to publish.
2. Click Publish, then LMS.
3. Adjust Publish Settings to reflect the following:
 - a) **LMS:** SCORM 2004
 - b) **Edition:** 4th Edition
 - c) **Select Tracking option:**
 - Track using course completion - select the percentage of the course a learner must finish (e.g., 100%) to mark the course as completed; or
 - Track using quiz results - select this option if you want to mark the learner as completed once they complete a quiz. If your course contains multiple quizzes, select a quiz from the list.

d) **Chose a Reporting option:**

- Select Passed/Incomplete. This will mark a learner as complete when they complete the course or pass the selected quiz.
- Learn more about the reporting options [here](#).

e) **Exit Course Link:**

- Enable this button to add a link that lets learners easily return to Thinkific from the course.

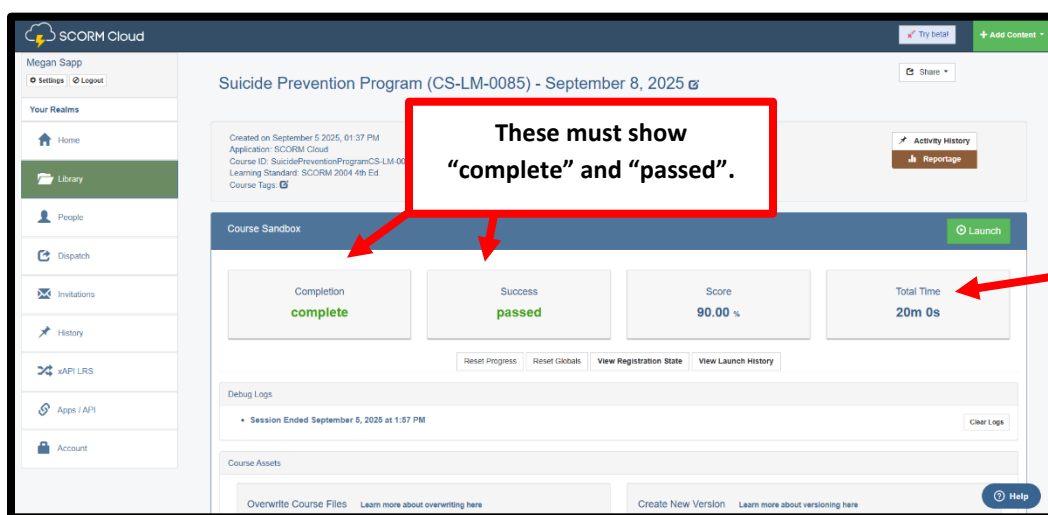
4. Click Publish. An email with a download link will be sent to the email associated with your account.

5. Click Download Content.

Reviewing a SCORM File

Prior to uploading your SCORM file in the LMS/Thinkific, it is necessary that you test the file using SCORM Cloud. If you can access and complete your module without errors in SCORM Cloud, it will work in the LMS. Use this as a final review of your module. Take the time to go through it as a learner would (i.e., click on all the hyperlinks, read all the documents and complete all the interactions as required). The application will specify the total time it took for you to complete the module and can be helpful in estimating the length of the module.

1. Create a free account at <https://app.cloud.scorm.com/>
2. Sign into your account.
3. Click +Add Content (top right-hand corner)
4. Choose 'Import a SCORM, AICC, xAPI, or cmi5 package
5. Click Browse > Select the .zip file in the file explorer > Open
6. Click 'Import File'.
7. 'Uploading Course' will appear on the screen. Wait until the upload is complete.
8. Click on Launch. You might get the following message "We launched your course in a new window but if you do not see it, a popup blocker may be preventing it from opening. Please disable popup blockers for this site." Click the 'Launch Course' button. The course will be launched on a different tab.
9. Complete the full module. When you complete the full review and exit the module the tab will close. Return to the initial tab opened for SCORM cloud.
10. The dashboard will look like this. Ensure Completion is 'Complete', Success is 'Passed, Score has populated if an assessment was required and the total time to complete is accurate for the length of your learning module.



Total time should represent how long it takes to complete the course while performing learning activities and checking hyperlinks, etc.

11. Take a screenshot when the test has completed (you will need to send this screenshot to the Organizational Culture Learning Support Team with your publication request).
12. Save the screenshot.

Publishing a Rise360 Course to Thinkific

When you are ready to publish your course in Thinkific:

1. Complete the [Articulate 360 Publication Request Form](#). The information in this form will be used to populate the module in Thinkific and for cataloguing purposes. You will be asked to include the following as attachments in the form:
 - The .zip file that was sent to you when you [published your course to SCORM](#) (this can be sent via Webex teams, if the file is too large).
 - A word document with the correct answers to ALL knowledge check/quiz/interaction questions (this is required for troubleshooting technical issues with learners and our LMS vendor Thinkific). Only required if edits were made to these parts of the module.
 - A screenshot of your completed [SCORM Cloud test](#).
2. In Rise 360, add organizational.culture@saskhealthauthority.ca as a [collaborator to your course](#).

The OC Learning Support team will create and publish the course in Thinkific. Once this has been completed you will receive a confirmation e-mail.

Note: The Organizational Culture Learning Support team requires 3 business days' notice to publish a course.

Updating a Published Rise360 Course in Thinkific

If you need to make updates or edits to your published course that was developed in Rise 360, after the course was published to Thinkific, please follow these steps:

1. Submit a Learning Development Request on MyConnection. Indicate the edits are for an existing course.
2. Complete the edits within the Rise 360 course on your Articulate 360 dashboard.
3. [Publish the Rise 360 course](#).
4. Complete the [Articulate 360 Publication Request Form](#) and submit all required documentation:
 - The new .zip file that was sent to you when you [published your course to SCORM](#) (this can be sent via Webex teams, if the file is too large).
 - A word document with the correct answers to ALL knowledge check/quiz/interaction questions (this is required for troubleshooting technical issues with learners and our LMS vendor Thinkific). Only required if edits were made to these parts of the module.
 - A new screenshot of your completed [SCORM Cloud test](#).
5. In Rise 360 add organizational.culture@saskhealthauthority.ca as a [collaborator to your course](#).

The OC Learning support team will upload the new file to the Thinkific course and re-publish the module. Once completed you will receive a confirmation e-mail.

Note: While you may have the system access to update published Thinkific courses directly, it's important to follow the above steps. This ensures the OC Learning Support team can provide technical support to learners and maintain a central, accurate library for SHA learning content.

Using the SHA Rise 360 Template Checklist

Use this checklist to update the SHA Rise 360 Template before you start developing your learning module.

COURSE AND THEME SETTINGS

Theme

Theme settings can be found in the paint palette icon in the top menu.



- Theme is set to Rise (This is the default setting so no changes are required).
- Course Image is updated to reflect module/content. You can also choose any of the cover page layouts from the list. To update the course image:
 - Click on the theme icon (paint palette in the top menu)
 - Click Cover Page
 - Click on Edit beside the default 'Course Image'

Settings

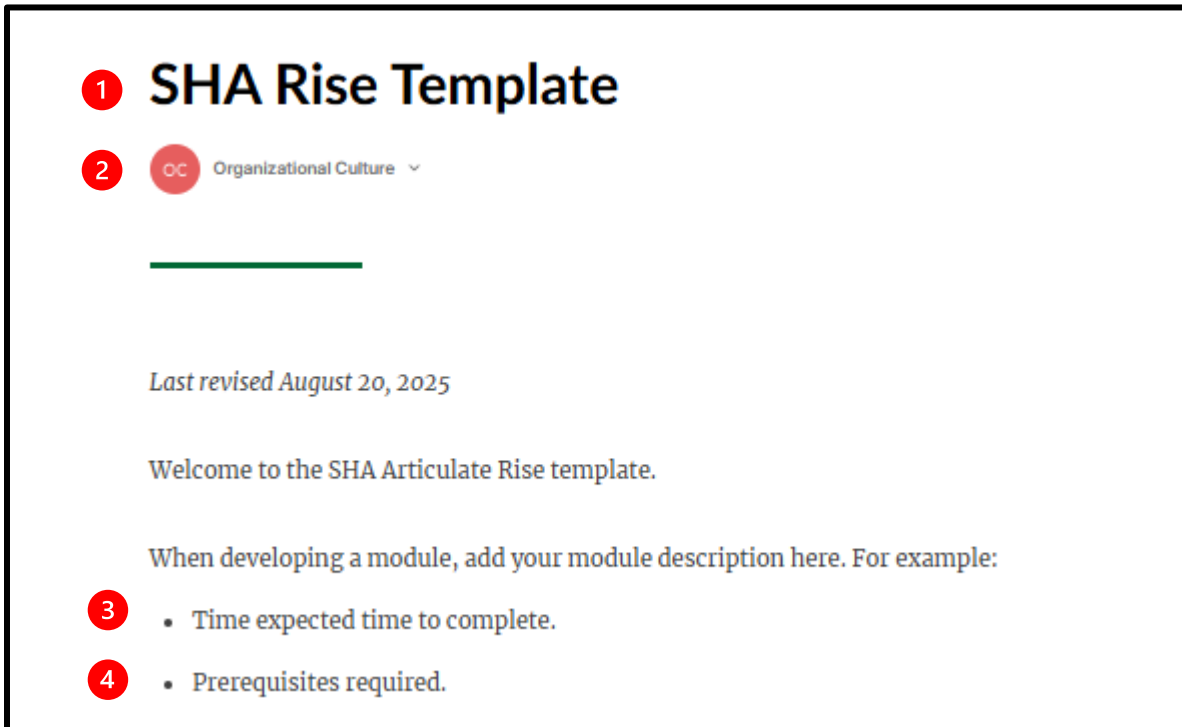
Settings can be found in the gear icon in the top menu.



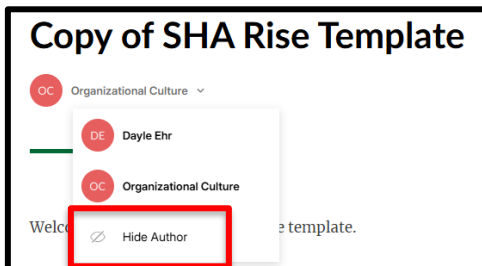
- Translations – Please do not make changes
- Labels – Please do not make changes
- Collaborators – You can add [collaborators](#) to your course
 - Please ensure you add Organizational.culture@saskhealthauthority.ca as a 'Manager' before requesting your course be published.

Cover Page Updates

All Cover Page Updates can be made on the first page of the module.



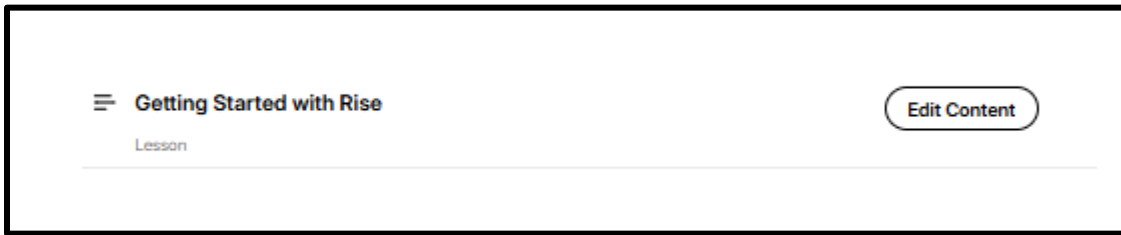
- 1 Ensure the title is updated and if applicable, includes cataloguing information and publish date (e.g., Suicide Prevention Program (CS-LM-0085 – September 8, 2025) (1)
- 2 Ensure author is hidden (2)



- 3 Module description includes estimated time to complete
- 4 Module description includes pre-requisites if applicable

STANDARD LESSON UPDATES

Getting Started with Rise Lesson



Review the content within the chapter and then delete this chapter. This chapter gives you information on how to get started in Rise.

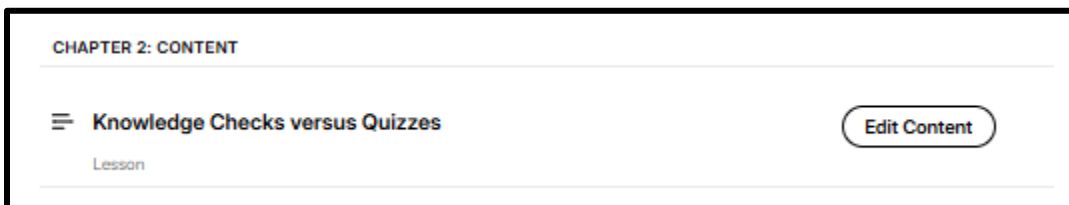
About this Module Lesson



This is where your course will begin. The content in this lesson is standard for all Rise 360 courses and are required in all online learning modules.

- Welcome – update the welcome/introductory message or delete
- About this module – update this section to be relevant to the content in your module (e.g., if there is no quiz at the end of your module, delete the last 2 sentences)
- Learning Objectives – must be updated and are required
- Content Support – update the “email us” button with the correct email address
- Land Acknowledgement – add audio to personalize the Land Acknowledgement (Recommended)

Knowledge Checks vs Quizzes Lesson



Review the content within the chapter and then delete the chapter/lesson.

AI Audio Lesson



Review the content within the chapter and then delete the chapter/lesson. This chapter gives you information on how to add audio to your module.

Resources Lesson



If you have additional resources update this section. If not delete the chapter/lesson

Conclusion Lesson



This is a required chapter for all online learning modules.

- Thank You – Insert your course name and remove the highlight
- Remove the Certificate of Completion block if there is no certificate for the module
- Copyright Box – if you used AI in the development of the module (audio, images, video etc.) then remove the highlight. If AI was not used in the development of the module, then you can remove the wording completely.
- Copyright Box – update where your images were sourced from and remove the highlight

Reminders

- All headings should be Headings – 32-point font, HEX #026936
- Subheadings – 24-point font, Black or HEX #026936
- Ensure all text is at minimum 17-point font, black. (Default for the template theme.)
- Accents are SHA approved colours (See [SHA Visual Identity Standards](#))

Rise 360 Review Checklist

Use this checklist to complete a review of your Rise 360 course. It will ensure your course meets the SHA design and accessibility standards and functions and flows properly.

STANDARD:	COMMENTS:
COVER PAGE	
<input type="checkbox"/> Course title is updated and if applicable, includes cataloguing information and publish date	
<input type="checkbox"/> Author hidden	
<input type="checkbox"/> Course image is updated to reflect module/content	
COURSE OUTLINE	
<input type="checkbox"/> Module description includes estimated time to complete	
<input type="checkbox"/> Module description includes prerequisites (if applicable)	
<input type="checkbox"/> Chapters/Section and Lessons are clearly structured and labelled	
WELCOME AND INTRODUCTION CHAPTER	
<input type="checkbox"/> Contact Support email is updated	
<input type="checkbox"/> Land Acknowledgement is included including personal acknowledgements (recommended)	
<input type="checkbox"/> Welcome/introductory message is updated	
<input type="checkbox"/> About this Module message is updated	
<input type="checkbox"/> Learning objectives are listed	
DESIGN AND ACCESSIBILITY	
<input type="checkbox"/> Font – lato	
<input type="checkbox"/> Headings – 32-point font, HEX #026936	
<input type="checkbox"/> Subheadings – 24-point font, Black or HEX #026936	
<input type="checkbox"/> Text is at minimum 17-point font, black	
<input type="checkbox"/> Accents are SHA approved colours	
<input type="checkbox"/> Audio and closed captioning provided	

<input type="checkbox"/> Images include alternate text	
<input type="checkbox"/> Interactive activities include instructions (e.g., click on the icons in the hot spot below; match the description to its term).	
<input type="checkbox"/> Quizzes and knowledge check questions are functioning correctly (e.g., Is there a passing grade? Unlimited attempts?)	
<input type="checkbox"/> All buttons in the module have been clicked and function as intended	
<input type="checkbox"/> All links function as intended and are set to open in a new tab or window	
<input type="checkbox"/> Content has been proofed thoroughly for spelling and grammatical errors	
<input type="checkbox"/> Navigation is easy to follow and understand	
CONCLUSION CHAPTER	
<input type="checkbox"/> Course title in Thank You is updated and highlight removed	
<input type="checkbox"/> Certificate of Completion block is removed if applicable	
<input type="checkbox"/> Copyright block is updated and highlight removed	
NAVIGATION	
<input type="checkbox"/> Sidebar navigation on	
<input type="checkbox"/> Exit Course button enabled	

ADDITIONAL COMMENTS:

Remember to complete these final steps before publishing your Rise course:

- Add Organizational Culture as a Collaborator to the Rise course by assigning the ‘Manager’ role.
- Complete the Articulate 360 Publication Request Form . The information in this form will be used to populate the module in Thinkific and for cataloguing purposes. You will be asked to include the following as attachments in the form:
 - The .zip file that was sent to you when you published your course to SCORM (this can be sent via Webex teams, if the file is too large).
 - A word document with the correct answers to ALL knowledge check/quiz/interaction questions (this is required for troubleshooting technical issues with learners and our LMS vendor Thinkific).
 - A screenshot of your completed SCORM Cloud test.