
Authoring Center Policies and Guidelines

HealthStream Learning Center™



Contents

HealthStream Policies for Client-Authored Courses	1
Authoring Policies	2
Allowable File Types for Authored Content.....	3

HealthStream Policies for Client-Authored Courses

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To ensure high performance standards for clients, HealthStream has adopted the following policies for our Authoring Center platform to:

1. Protect all clients from loading files that could threaten the integrity of the Authoring Center.
2. Ensure the highest performance possible for our clients' authoring experience.
3. Prevent unauthorized use of the site, such as posting protected intellectual property without the owner's permission, use of the FTP site as non-authoring asset file storage, or use of files that are, in general, not being used in authored courses.

These policies will protect your organization's investment in authored courses and provide for the best possible end-user experience.

Authoring Policies

1. No single file uploaded to the HealthStream authoring servers may be larger than 25 megabytes. Also, no course "page" can contain assets that total more than 25 megabytes. The total disk space required by the entire course may be larger than 25 megabytes, but no single file or page can be. The reason for this limitation is to ensure that course pages load in a timely manner and to ensure an optimal end user experience. For more information, see our recommended practices on breaking up large files into smaller ones that comply with the policies and improve the user experience.
2. All files uploaded to HealthStream's authoring servers (authoring FTP sites) must be on the HealthStream approved file types list. This policy exists to protect all users of the HealthStream Authoring Center from the potential damage caused by malicious or carelessly constructed content. HealthStream amends our list of allowable file types from time to time and will communicate any additions or deletions from the list by updating a copy of these Authoring Policies found in the on-line help section of the HLC. Please see "Allowable file types for authored content" below for the current list of allowable files.
3. Customer acknowledges that it will only load content into Authoring Center for which it has a legal copyright or permission from the copyright owner to distribute within its organization. Uploading files that are not owned by your organization, or where your organization does not have permission from the copyright owner is a violation of copyright laws and may trigger legal action against your organization. HealthStream maintains the right to deny customers access to our Authoring Center infrastructure to distribute material where the customer is not the copyright owner or does not have permission from the copyright owner, but exercises this right only on rare occasions to protect our previously existing business interests.
4. Only assets that will be used in authored courses may be uploaded to the HealthStream servers. Do not use HealthStream's Authoring Center for general file storage or for other unauthorized purposes.
5. Any assets loaded to HealthStream's servers that are or may be out of compliance with the policies detailed above may be deleted at HealthStream's sole discretion.
6. Courses that invoke communication features, such as email or ftp, must use standard http/https and sftp/ftp ports and must require no server side technologies such as smtp, asp, Cold Fusion, etc.
7. Clients are responsible for keeping back-up copies of all assets published to the Authoring Center. In the event that HealthStream deletes a needed file for a policy violation, restoring this file is the responsibility of the client. Authoring servers should be used for content delivery and should NOT be the only servers where your files exist.
8. No executable files types, such as .exe, are allowed on HealthStream's authoring server or to be called from the Authoring server to another, external server where the .exe resides.
9. Uploading of large video files such as DVDs to the Authoring sever is not permitted.

Allowable File Types for Authored Content

HealthStream reserves the right to delete files that are not of these types for the protection of all authoring clients. Please contact HealthStream Client Service if you have any questions about these allowable file types.

.au, audio/basic	.css, text/css
.doc, .	.docm;
.docx,	.dotm application/vnd.msword
.dotx	.f4v, video/mp4
.flv, video/x-flv	.gif, image/gif
.htm, text/html	.html, text/html
.jar, application/java-archive	.jpe, image/jpeg
.jpeg, image/jpeg	.jpg, image/jpeg
.js, application/x-javascript	.mov - quicktime movie
.mp2, video/mpeg	.mp3, audio/mpeg
.mpa, video/mpeg	.mpv2, video/mpeg
.pdf, application/pdf	.png, image/png
.potm - PowerPoint 2007 Macro-Enabled XML Template	.potx - PowerPoint 2007 XML Template
.ppam - PowerPoint 2007 Macro-Enabled XML Add-In	.ppsm - PowerPoint 2007 Macro-Enabled XML Show
.ppsx - PowerPoint 2007 XML Show	.ppt, .pptx, application/vnd.ms-powerpoint
.pptm - PowerPoint 2007 Macro-Enabled XML Presentation	.pptx - PowerPoint 2007 XML Presentation
.swf, application/x-shockwave-flash	.txt, text/plain
.vsd, .vss, application/visio	.xhtml, text/html
.xlam - Excel 2007 XML Macro-Enabled Add-In	.xls, .xlsx, application/vnd.ms-excel
.xlsb - Excel 2007 binary workbook (BIFF12)	.xlsm - Excel 2007 XML Macro-Enabled Workbook
.xlsx - Excel 2007 XML-Enabled Sheet	.xltn - Excel 2007 XML Macro-Enabled Template
.xltx - Excel 2007 XML Template	.xml, text/html
.xsd, text/html	.zip, application/zip (Only when transporting SCORM package)

