A picture containing table, elephant, clothing

Description automatically generated

LiveLabs Self QA Checklist

[July/2022]

Version: 11

## Objectives

The goal is to find bugs and errors in the **Oracle LiveLabs** workshops and fix those errors for a seamless experience for the user.

This LiveLabs self QA checklist is being updated occasionally. Before start doing self QA, make sure you download the latest version from the [object storage](https://objectstorage.us-ashburn-1.oraclecloud.com/p/MKKRgodQ0WIIgL_R3QCgCRWCg30g22bXgxCdMk3YeKClB1238ZJXdau_Jsri0nzP/n/c4u04/b/qa-form/o/QA.docx), or the link in the notification email from LiveLabs.

Please check your workshop against all section.

**Mandatory Requirements for Workshops**

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## Mandatory Requirements for Workshops

**Section 1: Mandatory Requirements**

The following criteria are must-haves to ensure users can successfully complete the workshop.

|  |  |
| --- | --- |
| Requirements | Examples |
| 1. Information in workshop is adequate and updated | **Ensure that code can be copied and run in the environment that is set for the lab.**  **Links need to be checked that they are pointing to the correct place.**  **Confirmed with stakeholders that this is the correct information that should be part of the workshop.** |
| 1. Code is correct and working |
| 1. Links are correct |
| 1. Proper account access is set |
| 1. Help link is correct | **In the workshop’s manifest.json, the help email should be the email of workshop’s stakeholder.** |

## Naming

**Section 2: File Names**

|  |  |
| --- | --- |
| Requirements | Examples |
| 1. All filenames are lower case (including folders, Markdown files, images, csv files, json, notebook files) | **✅ create-instance.png**  **✅ provision-database/provision-database.md**  **❌ Create-instance.png**  **❌ create\_instance.png**  **❌ lab1.md**  **❌ task3-step7.png**  **❌ Screen Shot 2021-01-07 at 7.02.04 PM.png**  **How to find out the filenames (for stakeholder):**  **Follow the workshop link to go to the GitHub repo (for example: https://github.com/oracle-livelabs/common/tree/main/sample-livelabs-templates/sample-workshop)** |
| 1. Dashes (not underscores) are used instead of spaces (including folders, Markdown files, images, csv files, json, notebook files) |
| 1. Markdown filenames and directories match generally |
| 1. Filenames should be descriptive, not step numbers, not autogenerated names |

**Section 3: Workshop Title & Lab Title**

Check titles both in workshop’s manifest.json and each lab’s Markdown files.

|  |  |
| --- | --- |
| Requirements | Examples |
| 1. Titles start with imperative verbs (not gerunds) | **✅ Provision a database**  **❌ Provision a Database**  **❌ Provisioning a database**  **❌ Database Provisioning Fundamentals** |
| 1. Titles use sentence case (unless for product names) for consistency and to facilitate more accurate machines translations |
| 1. Titles are short and concise |  |
| 1. Workshop title is consistent with WMS and LiveLabs |  |
| 1. Lab titles in menu (manifest.json) should generally match titles in Markdown files |  |

## Structure

**Section 4: Lab Section**

|  |  |
| --- | --- |
| Requirements | Description |
|  |  |
| 1. Each lab has a title (#) | **Titles in Markdown and manifest.json should**  **1) use imperatives, not gerunds:  ✅ Get Started**  **❌ Getting Started**  **2) be short and concise** |
| 1. Each lab has an Introduction (##) | **Introduction has**  **✅ “Estimated Time”**  **❌ “Estimated Lab Time”** |
| 1. Each lab has Objectives (###) |  |
| 1. Each lab has Prerequisites (###) | **Recent change:**  **Lab should not have references to “Always Free” or “Free Tier” accounts** |
| 1. Each lab has Tasks (##) below the fold.   Task content is initial capitalized and not bold.  A colon between task number and task title. | **✅** Task 1: Log into Cloud Account  **❌ Task 1: Log into Cloud Account**  **❌ Task 1:** Log into Cloud Account  **❌** Task 1:LOG INTO CLOUD ACCOUNT  **❌** TASK 1:Log into Cloud Account  **❌** Task 1:Log into cloud account **❌** Task 1 -Log into Cloud Account |
| 1. Each task has Steps and should be numbered and indented | **Steps are numbered 1,2,3,4, … And indented** |
| 1. Inside each step | * + - 1. **Only use one Note per step and ONLY use the following syntax for notes: > \*\*Note:\*\* text of the note**      * + - 1. **Images indented under numbers**       2. **Code snippets have copy tags (if needed)**   **```<copy>some code</copy>```**     * + - 1. **Code snippets indented under numbers** |
| 1. Proceed statement at the end of every lab (except the last one) | **✅ You may now \*\*proceed to the next lab\*\*.**  **❌ You may [proceed to the next](#next).** |
| 1. Each lab has Acknowledgements (##) | **❌ \*\*Workshop (or Lab) Expiry Date\*\*** |

**Section 5: Folder Structure**

|  |  |
| --- | --- |
| Requirements | Description |
| Graphical user interface, text, application  Description automatically generated | **Your workshop folder should follow the structure on the left.**  **Start by copying https://github.com/oracle-livelabs/common/tree/main/sample-livelabs-templates/sample-workshop**  **sample-workshop: workshop**  **> data-load: lab**  **> files (optional): all files related to this lab**  **> images (optional): all images related to this lab**  **> data-load.md: Markdown file of this lab**  **> introduction: lab**  **…**  **>workshops: different versions of this workshop**  **> desktop (run on noVNC / remote desktop)**  **> index.html**  **> manifest.json**  **> sandbox (run on own tenancy)**  **> index.html**  **> manifest.json**  **> tenancy (run on LiveLabs tenancy)**  **> index.html**  **> manifest.json**  **…** |

**Section 6: Get Started**

1. There is the “Get Started” lab right after the “Introduction” lab
2. “Get Started” lab is the correct version (Tenancy/Free Tier vs Sandbox/LiveLabs vs. Desktop/noVNC)

|  |  |
| --- | --- |
| Version | URL |
| Tenancy/Free Tier | https://oracle-livelabs.github.io/common/labs/cloud-login/cloud-login.md |
| Sandbox/LiveLabs | https://oracle-livelabs.github.io/common/labs/cloud-login/cloud-login-livelabs2.md |
| Desktop/noVNC | https://oracle-livelabs.github.io/common/labs/remote-desktop/using-novnc-remote-desktop.md |

**Section 7: Need Help**

1. There is the “Need Help?” lab at the bottom of the menu
2. “Need Help?” lab is the correct version (Tenancy/Free Tier vs Sandbox/LiveLabs)

|  |  |
| --- | --- |
| Version | URL |
| Tenancy/Free Tier | https://oracle-livelabs.github.io/common/labs/need-help/need-help-freetier.md |
| Sandbox/LiveLabs | https://oracle-livelabs.github.io/common/labs/need-help/need-help-livelabs.md |
| Desktop | https://oracle-livelabs.github.io/common/labs/need-help/need-help-livelabs.md |

## Delivery

**Section 8: Screensho****ts**

|  |  |
| --- | --- |
| Requirements | Examples |
| 1. OCI Menu screenshots are the common path ones: | **Use menu screenshots from**  **https://github.com/oracle-livelabs/common/tree/main/images**  ![Click Autonomous Data Warehouse.]( https://oracle-livelabs.github.io/common/images/console/database-adw.png " ") |
| 1. Screenshots are current |  |
| 1. Screenshots are clear and big |  |
| 1. Screenshots are trimmed of extra whitespace.   You do not necessarily need to take a screenshot of the full page. |  |
| 1. Personal/sensitive information is blurred out | **Blur out phone number, tenancy, account, username, IP addresses, passwords, host names, SSH keys, etc.** |
| 1. Names of image are descriptive | **✅ adb-login.png**  **❌ adb1.png** |
| 1. There is a description to explain what the image looks like for handicap accessibility? If an image cannot be described in short text alternative, it MUST NOT be used. | **Use this syntax for image accessibility**  **(alt text is required, image title is optional):**  **![<alt text>](<filename> "title”)**  **✅ ![The Atlantic Walrus](./images/walrus.png " ")**  **❌ ![](./images/walrus.png " ")** |
| 1. If the “images” (or “files”) folder is in the same location as the Markdown file, use the correct image specification. | **✅ ./images/my-image.png**  **❌ images/my-image.png** |
| Useful Tools: Skitch  [Tutorial](https://oradocs.oracle.com/documents/fileview/DCA5424B77F72F51EE7F4D3AA39EDBF5A6F36A1C3FC2/_how_to_use_skitch.mp4) | **Use Skitch to highlight important information, crop images, add comments, and blur out information.** |
|  | |

**Section 9: Free of** **typos and Grammar issues**

Your workshop should not have any typos or Grammar issues.

Useful tools: “Code Spell Checker” in Visual Studio Code, and “Grammarly.”

**Section 10: Lint Checker**

Use Lint Checker to help you check compliance with LiveLabs and Oracle standards.

1. Add ?qa=true to the URL of your workshop to enable the lint checker (you can do so either when running your content via a LiveServer plugin locally on your computer or using your personal github.io link)

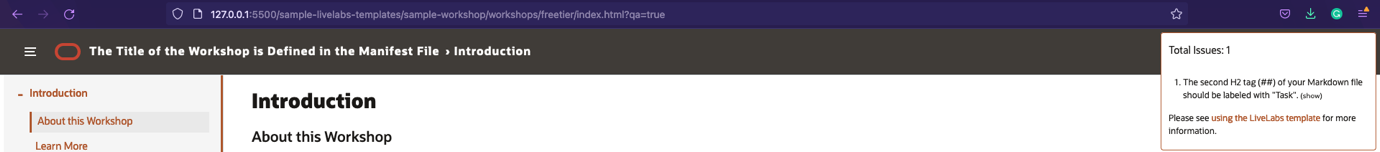
Example:

<http://127.0.0.1:5500/ajd-soda/workshops/freetier/index.html?qa=true>

or

**Error! Hyperlink reference not valid.**

The lint checker result will appear in the top right corner of your browser.

For example: 

Ignore the “Missing ‘See an Issue?’” section error.

## Conventions

**Section 11: Markdown Only**

You should only use Markdown. You should not use any HTML Tags.

**Section 12: Large Binary Files**

1. Large binary files should be uploaded to OCI object storage. You can either upload the files yourselves ([tutorial](https://oradocs.oracle.com/documents/fileview/D017F26CF619B5BA50DEE65EAD00E96D343CB9456E5C/_Create_PAR_Link.mp4)) or email the files to us ([livelabs-help-db\_us@oracle.com](mailto:livelabs-help-db_us@oracle.com)) to upload.
2. Make sure PAR links are functional

|  |  |
| --- | --- |
| Files can stay in GitHub | Files should be in Object Storage |
| ✅ images | **❌** zip |
| ✅ json | **❌** exec |
| ✅ notebook | **❌** xls |
| ✅ csv | **❌** sql |

**Section 13: Escape Characters**

Don’t escape the < and > characters. Instead, use &lt; and &gt.

## Checklist

**Section 14: Checklist**

|  |  |
| --- | --- |
| Info |  |
| Workshop Title |  |
| Workshop Link |  |
| QA Name |  |
| Completion Date |  |
|  |  |
| Checkbox | **Sections: Copy the following rows for each lab** |
| Mandatory Requirements | |
|  | **Section 1 – Mandatory Requirements** |
| Naming | |
|  | **Section 2 – File Names** |
|  | **Section 3 – Workshop & Lab Title** |
| Structure | |
|  | **Section 4 – Lab Section** |
|  | **Section 5 – Folder Structure** |
|  | **Section 6 – Get Started** |
|  | **Section 7 – Need Help** |
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|  | **Section 8 – Screenshots** |
|  | **Section 9 – Free of Typos and Grammar Issues** |
|  | **Section 10 – Lint Checker** |
| Conventions | |
|  | **Section 11 – Markdown Only** |
|  | **Section 12 – Large Binary Files** |
|  | **Section 13 – Escape Characters** |

*Congratulations! You have finished self QA. Please email this checklist to your stakeholder group, and move your workshop’s status to “Self QA Completed”. Stakeholders will either move your workshop to “Completed” status, or request changes from you. They will get back to you within 2 business days. If not, please follow up with them.*

## Publishing

After your workshop is in “Completed” status, you can request publishing. You should make sure the workshop publishing information is accurate and up to date at this stage. You will perform those checks in the Workshop Management System (WMS).

**Section 15: Publishing**

|  |  |
| --- | --- |
| Requirements | Descriptions |
| 1. Workshop Title | **Starts with imperative verbs;**  **Uses sentence case;**  **Is consistent with workshop title in Markdown and manifest.json.** |
| 1. Description: Short & Long | **Is accurate and up to date** |
| 1. Workshop Team Members | **Technical contact is prepared to answer questions from production** |
| 1. Production GitHub URL | **Renders the workshop properly and is the oracle-livelabs.github.io link:**  <https://oracle-livelabs.github.io/em-omc/enterprise-manager/emcc/workshops/freetier/index.html> |
| 1. Workshop Outline | **Lab number and title match the actual lab breakdown in workshop** |
| 1. Workshop Prerequisites | **Is accurate and up to date** |
| 1. Tags | **Are accurate** |
| 1. Publishing – Workshop Time | **Is filled out** |
| 1. Publishing – Paid Tier | **Turn on this button if a user can run this workshop on their own tenancies.**  **URL should work, use the oracle-livelabs.github.io page, and end with `workshops/tenancy/index.html` or `workshops/freetier/index.html`.** |
| 1. Publishing – Green Button | **Turn on this button if a user can run this workshop on the LiveLabs or workshop team’s tenancies.**  **If you want to enable the green button, you should customize your workshop’s instructions and screenshots. Our team will provision the green button for your workshop.**  **URL should work, use the oracle-livelabs.github.io page, and end with `workshops/sandbox/index.html` or workshops/livelabs/index.html.** |

## Useful Tools

**Section 16: Useful Tools and Tutorials**

1. GitHub Desktop

2. Visual Studio Code, with Live Server and Code Spell Checker installed

3. Skitch for editing images and blurring out personal information. [Demo](https://oradocs-prodapp.cec.ocp.oraclecloud.com/documents/link/LD5584C3A0A041DCAB12D5A4B363FCFA3C51C22E11D5/fileview/DCA5424B77F72F51EE7F4D3AA39EDBF5A6F36A1C3FC2/_how_to_use_skitch.mp4)

4. Camtasia for editing demo videos. [Demo](https://oradocs-prodapp.cec.ocp.oraclecloud.com/documents/link/LDDCE0305BEDD5DEB0F328BB01A88C12AA94710907CA/fileview/DECBAAF78E7D7E3AEE7BC3A779EE786D45F8C5356178/_Camtasia___Youtube_Upload_Demo.mp4)

5. Audacity for recording audio. [Demo](https://oradocs-prodapp.cec.ocp.oraclecloud.com/documents/link/LD8F8EE91F425AF712147588984A64921C1BE08BF59E/fileview/DE378026100F93C8E21576493C130C3B577B58838BB6/_audacity_and_camtasia.mp4)

6. Grammarly for checking typos and grammar issues

Other questions?

Reach out to us via Slack channel #workshop-authors-help.