



# THE BASICS OF

# eLearning

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## 1

### CREATE A STORYBOARD

Organize your content in a logical way by outlining a clear road map with the basics to be included in the course.



## 2

### DESIGN A TEMPLATE

Put together a structure that provides consistency in the look-and-feel of your materials to ensure a quality product.



## 3

### SELECT THE CONTENT

Choose digestible pieces of information that are relevant to your audience, including variety beyond text (such as video and graphics). Write your verbatim script.



## 4

### BUILD INTERACTIVITY

Include an active and engaging action every 20 to 30 seconds plus one practice, hands-on activity for every five minutes of asynchronous learning. Write instructions.



## 5

### MEASURE LEARNING

Include relevant questions and concrete tasks for your learner to complete and build your activities to demonstrate mastery of the content presented.



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