

How to create an eLearning course

1. Initial project determination

2. Design team identified

3. Project plan created

4. Course components identified

5. Storyboard created

6. Finalize learning objectives and course content

7. Course "prototype" module developed

8. Course multimedia produced

9. Produce initial online course

10. Develop "Level II" evaluation

11. Initial testing completed

12. Modifications made based on feedback

13. Load course into DOI Learn

14. Complete Beta Testing

15. Make final modifications/enhancements

16. Launch course

17. Develop evaluation and maintenance plan

How to Create an eLearning course

Step 1: initial project determination

- Request DL Product from Kreate.
- Initial consult meeting held to discuss these topics:
 - Needs – what's lacking in your audience that needs to be addressed;
 - Audience – who needs to learn this;
 - Objectives – what mastery they need to be able to demonstrate after this course;
 - Time Frame
 - When is it needed?
 - What is the driving force behind deadline?
- Determine product needs and specifications.

Step 2: CLKR Branch Chief, in conjunction with the Project Team Leader (PTL) selects the Design Team

Step 3: Project Team Leader works with Course Leader to create the project plan

The project plan is an outline of the scope, relative timeframe, and division of labor for the project:

- assigns responsibilities among members;
- lays out the due dates for each stop of the course;
- and drafts the full course action plan.

Step 4: Course components identified

- Learning Objectives
- Course Content/Outline
 - Online courses are used to teach the learner the minimum amount and most essential information they need to know, so it's imperative to streamline the information and clarify the most important points;
 - Non-essential information should be provided as a course resource.
 - Essential content is then broken into modules that last between 15 minutes and 1 hour to accommodate the average adult attention span.
 - The more pertinent the information is to the learner's job, the more time and attention he or she will devote to the course;
- Images
 - This includes graphics, processes, and flowcharts;
 - The graphics team may also be able to create copyright-free charts, images, or animations that you may use.
 - Consider copyright requirements.

If...	Then...
You have documented permission or it is a USFWS photo	You have the rights to use the photo in the course
You aren't sure or don't have proper permissions	Replace the photo (recommended) or get permission from the copyright holder

Step 5: Project Team Lead works with Course Leader to prepare storyboard

- The storyboard is a brief, visual, rough outline of the course.
- Storyboards provide the Course Leader a general idea of how the course will look.
- Course Leader can either:

Accept Storyboard	Move to the next step and make any minor changes that are necessary
Reject Storyboard	Take comments and work with Course Leader to develop a better storyboard.

For help completing the storyboard, see our storyboard job aid.

Step 6: Finalize learning objectives and course content

The Course Leader will:

- Finalize Learning Objectives;
- Finalize Course Content;
 - Small, easily digestible modules (15 min – 1 hour)
 - Use only absolutely necessary content; streamline information and get straight to the point so you don't lose the learner's attention, or waste their time.
 - Course Leader must approve content before CLKR will proceed with course prototype.

Step 7: Design Team will develop a “prototype” module

- This will be an actual module from the course that the design team creates to make sure that the actual course design meets the course leader's needs.
- Course Leader/SME's must approve the prototype before CLKR will begin construction of the rest of the course.

Step 8: NCTC Kreate Division develops multimedia for course

- Develop multimedia;
- Develop graphics/images/course templates;
- Develop simulations;
- Assist in audio recording;
- Coordinates video recording.

Step 9: CLKR branch completes and develops draft online course

Step 10: Design team develops the “Level II” evaluation

Step 11: SMEs provide initial feedback

Step 12: Kreate modifies the course based on feedback

Step 13: Kreate loads the course is loaded into DOI Learn

Step 14: Complete Beta Testing

- Finding beta-testers is the Course Leader’s responsibility;
- At least 6 to 10 non-developers that are Subject Matter Experts are required to test the course.
 - 10 – 15 beta testers are recommended.
 - The beta testers should be from different places around the country, with different software, connection speeds, and expertise.

Step 15: CLKR makes final modifications

- Course Leader has final say which/whether content changes are made;
- At this stage, another round of testing is done internally to correct any technical or grammatical errors.

Step 16: Course launched in DOI LEARN

Your course is ready to be taken by the intended students!

Step 17: Develop an evaluation and maintenance plan

- This is done jointly between the Project Team Leader and Course Leader.
- Since information can change quickly, the Course Leader will need to monitor the course to make sure it's not out-of-date, all the policies are still current, and that there are no issues with links, assessments, etc.
 - Course Leader needs ensure that all information is still correct, and that the course modules function properly.
 - Course Leader must annually certify the fact that the course is still correct, relevant, needed.