

Converting Instructor-led Courses to Elearning

Demofest – Sept. 23, 2011

Adam Cain and Dennis Wade



Objectives

- **Understand how to take instructor-led (IL) courses to elearning**
- **Understand various methods to engage participants and boost application**

Agenda

1. Overview
2. Using ADDIE to convert
3. Engaging the participants
4. Wrap-up
 - Question/comments
 - Handouts

Let's get synced

- **Terms**
- **Assumptions**
- **Ask questions as we go, but some may be delayed toward end**

ADDIE - Analyze

- Is real-time interaction *required*?
- What is the budget?
- What is the timeline for completion?
- Will any of the following elements change for this elearning course?...
 - Problem/opportunity to be addressed/seized
 - Audience and its needs
 - Asynchronous environment (can technology still support it?)
 - IL course content

ADDIE - Design

- **Does PowerPoint drive the course delivery or does a participant guide?**
- **What content can be eliminated or converted to audio?**
- **Chunk the remaining content per these parameters:**
 - **Overview (objectives, agenda), body, closing (summary, test)**
 - **Headings and agenda items correlate and are clearly delineated**
 - **A complete point or thought per page**
 - **Sufficient white space**
 - **Room for appropriate graphic(s)**

ADDIE - Develop

- **Take chunked content and add to Lectora**
- **Make content interactive**
- **Find/create appropriate graphics**
- **Verify chunking per page and check flow**
- **Represent content graphically if possible**
- **Proof and test the content**
- **Gather feedback and make adjustments**

ADDIE - Implement

- **Publish content**
- **Test published content**
- **Make content available to focus group, gather feedback, & make adjustments**
- **Expand to full audience**

ADDIE - Evaluate

- **External/unknown participants:**
 - Provide contact information and request feedback
- **Internal participants:**
 - Pre and post evaluations of performance
 - Evaluation of error rates, rework, and cycle time
 - Survey participants' confidence level in making decisions before and after the training
- **Make adjustments as appropriate**

Engage the Participants

- **Interaction ratio > 2:1**
 - 44 pages of interaction out of 65 pages
- **IL methods that we used in the elearning course**
 - Videos of actual class and Hollywood movies
 - Mini-lecture (via audio clips)
 - Actual on-the-job application exercises
- **Elearning methods that we added**
 - Clicking options
 - Matching
- **Methods for application**
 - Review quizzes and final test
 - Actual on-the-job application exercises

Wrap-up

- **Final questions or comments?**
- **Handouts**
- **Contact info:**
 - **Dennis Wade – dennis@ppldev.com**
 - **Adam Cain – adamcain62@gmail.com**
- **Thank you!**