



Transform PowerPoint Presentations into Fully Interactive eLearning Courses for Your LMS

The panels below outline 10 basic steps needed to create an eLearning course for your LMS. There are many more steps than just 10 listed below, but these are the major “chunks” that apply in most cases.

First Contact

Request to create eLearning for LMS.

Typically comes as:

- PowerPoint
- PDF
- Pre-recorded video
- Link to third-party training

1

Initial Review

Questions to SME/Content Owner:

- Who is target audience?
- What are the training objectives?
- Is it mandatory training?
- Will there be future revisions?
- When do you need it in the LMS?

SME/Content Owner may not have all the answers. You will need to get them.

2

Create Storyboard

- Start with overall design and layout.
- Do not have to have all details.
- Should get storyboard approved before beginning build.
- Allow time for SME/Content Owner to consume the concept.
- Not all eLearning courses have detailed storyboards.

3

Begin Build

- Create slide templates.
- May, or may not, want to reuse elements from original PowerPoint.
- Import PowerPoint slides directly into eLearning software or create from scratch.
- Create interactions, scenes, non-linear navigation (like a web page).

4

Import Content

- Import content such as photos, vectors, text, etc.
- Ensure all imported content is licensed, or “legal”.

5

6

Write and Refine Script

- Refine final script before recording audio narration. Have author review, if possible.
- Scripts can take many forms.
- You can use the Notes in Storyline to capture the narration script, export it from Storyline, and send that to voice talent for audio recording.

7

Record Audio

- Record audio narration, based on approved script.
- Can be done in-house, outsourced, or use text-to-speech.

8

Import and Sync Audio

- Import audio into presentation.
- Edit audio and synch with animations.
 - This part takes longer than most people expect.
- Publish to Review site for review, comments, and approval.

9

Final Review and Revisions

- Make revisions based on author or review team feedback.
- Revisions could include text, graphics, or re-recording of audio.
- Publish final version for review and approval by author or review team.

10

Publish to LMS and Assign Learners

- Publish approved final version to the LMS.
- Assign learners and send out notifications to learners.