E-LEARNING COURSE CREATION REQUEST FORM

Requestor Info

Name of the Requestor   :

Position   :

Requestor Contact Info   :

Module Title   :
(Please specify the name and code of the course if pretermined)

Urgency / Desired Completion Date   :
(Kindly specify the exact due date)

Reason   :   New module ☐   Major change in a module ☐   Other *(please specify)*:
(Tick as appropriate)

Subject Matter Expert   :
(Kindly specify the person who will be contact person and content provider)

Course Content

Target Audience(s)   :
(Age, speciality, position, prior knowledge if any)

Learning Goals   :   This module mainly aims to guide learners reach to   {please select}
(Please specify learner's expected outcome)

Expiry Date of Course   :   Does not expire ☐   Expires on the date :
(Please specify an exact date)

Provided Material   :   Directory to Content in the link: Material shared :
(to be filled in by Training & Development Specialist)   *(date)*

Type of Provided Material   :   Text ☐   Image ☐   Other *(please specify)*:
(to be filled in by Training & Development Specialist)   Video ☐   Questions ☐

Provision of Materials or Transcript   :   Material required ☐   Material not required ☐   Other *(please specify)*:
(Training & Development Specialist will indicate as required)

Voiceover   :   Required *(mandatory)* ☐   Not required *(optional)* ☐   Do not use narration ☐
(Indicate if voiceover is to be used)   *(to be decided by Training & Development Specialist)*

Desired Deliverables   :   ☐ Online Module   ☐ Powerpoint Presentation
(Tick as appropriate)   ☐ Ungraded Quiz   ☐ Game
   ☐ Graded Quiz   ☐ Animated Text
   ☐ Interactive materials   ☐ Animated Slides
   ☐ Reading passages   ☐ Live session(s)
   ☐ Video   ☐ Survey(s)
   ☐ Animation   Other *(please specify)*:

Measurement of Success   :   ☐ No measurement needed
(Assessment Type and Pass rate)   ☐ Pre-assessment and post-assessment scores
   ☐ End of module survey   Other *(please specify)*:

Required Duration for Completion   :   Minimum   {please select}   of learning might be required.
(Kindly select the hours from dropdown you project or require for the completion of the course)

Required number of Modules   :   Minimum   {please select}   of learning might be required.
(Kindly note a "module" refers to a week of learning)

Course Completion Requirement   :   E-learning completed ☐   When module test completed ☐   When reached pass rate ☐
(Tick as appropriat-when course will finish)

   Instructor decision made ☐   Practical component is completed ☐

Brief Explanation   :
(Kindly specify important points)

INSTRUCTIONAL DESIGN | ARTICULATE STORYLINE

Course Info

Course title	:	*Lorem ipsum dolor sit amet*
Code	:	*Lorem ipsum dolor sit amet*
Subject Matter Expert	:	*Lorem ipsum dolor sit amet*
Expectations	:	*Lorem ipsum dolor sit amet*
Target Group	:	*Lorem ipsum dolor sit amet*
Cloud Directory	:	*Lorem ipsum dolor sit amet*
Final Product Delivery Due Date	:	*01/01/2024*

Team Members

Instructional Designer	:
Learning Experience Designer	:
Internal Review	:

Project Management

Drafting Due Date	:	*01/01/2024*
Scriptwriting Due Date	:	*01/01/2024*
Storyboarding Due Date	:	*01/01/2024*
Developing Due Date	:	*01/01/2024*
Status	:	In Progress
Report Version	:	v1.0

Course Structure

Brief Explanation	:	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.
Expected Duration	:	Minimum {please select} of learning might be required.
Estimated Duration	:	

Learning Goals	:	After completing this module, participants will be proficient in
(i)	*remembering*	*lorem ipsum dolor sit amet*
(ii)	*understanding*	*lorem ipsum dolor sit amet*
(iii)	*applying*	*lorem ipsum dolor sit amet*

Learning Objectives	:	Upon completion of the course, learners will be able to
(i)	**lorem**	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.
(ii)	**lorem**	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.
(iii)	**lorem**	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.
Pass Rate	:	0%

Content

Provided Content	:	☐ Text	☐ Question
		☐ Image	☐ Access link/person
		☐ Video	☐ Expectations

Items	:	☐ [RD] Reading	☐ [3D] 3D Animation
		☐ [V] Video	☐ [AiV] AI Video Person
		☐ [PQ] Practice Quiz	☐ [AToI] Animated Text or Imagery
		☐ [GQ] Graded Quiz	☐ [AnS] Animated Slides
		☐ [DP] Discussion Prompt	☐ [GM] Game

Sample Personas

Sample Persona (i)	:	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.
Sample Persona (ii)	:	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

Consistency Standards

Font Family	:	*Lorem ipsum (Articulate), Lorem ipsum (Video)*
Font Size	:	*24 (titles), 18 (paragraph)*

Color Base Palette :

- ☐ On Branding
- ☐ On Audience and Content
- ☐ On Scheme of Images
- ☐ On Psychological Impact
- ☐ On Symbolism
- ☐ On Conventional Industry Colors
- ☐ On Nature Color Harmony
- ☐ On Wheel/Palette Generator
- ☐ On Random Generator
- ☐ Other

Color Codes :

Background Color	Lorem ipsum
Text Color	Lorem ipsum
Palette Colors	

[#] [#] [#] [#] [#]

Contrast Ratio	4.5:1
Color Harmony Type	Complementary
Accessibility Analysis	☐

Voiceover	:	*Lorem ipsum dolor sit amet*
Characters	:	*Lorem ipsum dolor sit amet*
Software Template link	:	*Lorem ipsum dolor sit amet*

Tools to Utilize :

- ☐ Articulate Storyline
- ☐ Articulate Rise
- ☐ Articulate Studio
- ☐ Articulate Peek
- ☐ Articulate Replay
- ☐ Biteable
- ☐ Adobe Creative Suite
- ☐ Google G Suite
- ☐ MS Office
- ☐ Speechify
- ☐ Create Studio 3
- ☐ Other: *please specify*

Theoretical Contribution

Pedagogical Theories Utilized :

- ☐ Constructivism by Lev Vygotsky (1960S)
- ☐ Behaviorism by Skinner (1930s)
- ☐ Cognitivism by Jean Piaget (1960s)
- ☐ Connectivism by Siemens and Downes (2000s)
- ☐ Cognitive Load Theory by John Sweller (1990s)
- ☐ Social Learning Theory by Albert Bandura (1970s)
- ☐ Self-Determination Theory by Edward Deci and Richard Ryan (1980s)
- ☐ Multiple Intelligences Theory by Howard Gardner (1980s)
- ☐ Andragogy by Malcolm Knowles (1970s)
- ☐ Universal Design for Learning by Center for Applied Special Technology (CAST) (1990s)
- ☐ Self-efficacy Theory by Albert Bandura (1970s)
- ☐ Flow Theory by Mihaly Csikszentmihalyi (1970s)
- ☐ Inquiry Based Learning by John Dewey (1930s)
- ☐ Cognitive Taxonomy by Benjamin Bloom (1960s)
- ☐ Experiential Learning Theory by David Kolb (1980s)
- ☐ Multimedia Learning Theory by Richard Mayer (1980s)
- ☐ Situational Leadership Theory by Paul Hersey and Ken Blanchard (1970s)
- ☐ Discovery Learning by Jerome Bruner (1960s)
- ☐ Problem-Based Learning by Howard Barrows (1980s)
- ☐ Transformational Learning Theory by Jack Mezirow (1980s)

Instructional Models Utilized :

- ☐ Four-Level Training Evaluation by Donald Kirkpatrick (1950s)
- ☐ ADDIE by Florida State University (1970s)
- ☐ Smith and Ragan Model by Smith and Ragan (2000s)
- ☐ Dick, Carey and Carey by Walter Dick, Lou Carey, James Carey (1970s)
- ☐ Morrison, Ross, Kalman, and Kemp Model by Kemp (1990s)
- ☐ Principles of Instruction by David Merrill (2000s)
- ☐ Action Mapping by Cathy Moore (2000s)
- ☐ ARCS Model of Motivation by John Keller (1980s)
- ☐ Constructivist Learning Design by George W. Gagnon, Jr., and Michelle Collay (2000s)
- ☐ SAM-Successive Approximation Model by Michael Allen (2010s)
- ☐ Rapid Prototyping Model by Tripp and Bichelmeyer (1990s)
- ☐ Action Learning by Reg Revans (1940s)
- ☐ Nine Events of Instruction by Robert Gagne (1960s)
- ☐ TPACK by Punya Mishra and Matthew J. Koehler (2000s)
- ☐ Communities of Practice by Etienne Wenger and Jean Lave (1990s)
- ☐ TAM - Technology Acceptance Model by Fred Davis (1990s)

Learning Strategies Utilized :

- ☐ Gamification
- ☐ Microlearning
- ☐ Analogies
- ☐ Data-Driven Design

☐	Narrative and Storytelling	☐	Self-Assessment and Reflection
☐	Mobile Learning (mLearning)	☐	Feedback Loops
☐	Blended Learning	☐	Scalability and Sustainability
☐	Accessiblity and Inclusivity	☐	Learner-Centered Design
☐	Interactive Elements	☐	Community and Social Presence
☐	Scenario-Based Learning	☐	Synchronous and Asynchronous Learning Elements
☐	Personalization	☐	Augmented Reality (AR) and Virtual Reality (VR)
☐	Project-Based Learning	☐	Cultural Sensitivity and Global Perspectives
☐	Multimedia Utilization	☐	Peer Learning and Mentoring
☐	Continuous Improvement	☐	Learning Analytics
☐	Structural content transformation	☐	Emotional Design

Outline

Item   :   **Lorem Ipsum**
n/a

Outline	Notes

SCRIPTWRITING

Item Nu	Lorem ipsum dolor sit amet		Date	01.01.2024
Item Type	Lorem ipsum dolor sit amet		SME Content Word Total	0
Item Name	Lorem ipsum dolor sit amet		ID Content Word Total	0
Link to storyboard	Lorem ipsum dolor sit amet		Expected Duration	0.00
Link to folder	Lorem ipsum dolor sit amet			

SME CONTENT	Word Count	Word Count	ID CONTENT
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PEDAGOGY PRINCIPLES

ID Checklist

- [ ] Count 180 words per minute and make video between 3-5 mins
- [ ] Split up long sentences
- [ ] Simplify all sentences without changing the meaning
- [ ] Write pronunciation guide for abbreviations
- [ ] Write pronunciation guide for brandnames
- [ ] Keep the script conversational and use conversational tone
- [ ] Use "you" to refer to learners
- [ ] Start and end with presenter
- [ ] Inform learning about learning objectives with split screen
- [ ] Copy and paste the same type of slides for alignment consistency
- [ ] Provide reference link to outsourced icons and tag graphic designer
- [ ] Check estimated times on syllabus
- [ ] Check how brandnames are written
- [ ] Add caption to logos/icons
- [ ] Keep font size same for each text
- [ ] Keep font type same for each slide
- [ ] Keep time reference subtle (previously - instead of in previous lessons)
- [ ] Use international and culture independent metaphors
- [ ] Start with a hook
- [ ] Use 60 words voiceover each slide maximum
- [ ] Keep subject and verb closer in passive sentences
- [ ] Check color codes for consistency
- [ ] Use active voice if possible
- [ ] Use verbs in Bloom's taxonomy for learning objectives
- [ ] Consider Personas prepared before the course
- [ ] Make sure to use icons and graphics from the project library exclusively.
- [ ] Ensure graphics are properly aligned for each slide
- [ ] Make sure that there is minimal duplication of onscreen text and voiceover.
- [ ] The final points in each bulleted list contain "and" or "finally".
- [ ] Summarize the key takeaways at the end
- [ ] Avoid blank screens between animations with titles and text
- [ ] Use 'with previous' or 'after previous' on animation pane
- [ ] Set the delay duration to 0.25 in each slide
- [ ] Make sure no shadow added to graphics
- [ ] Say hello or welcome only in the first lesson slide.
- [ ] Animate icons "rise up" and texts "fade"
- [ ] Do not use background for product icons
- [ ] Do not lead to next items in video script as there might be change in future.
- [ ] Minimize text and maximize imagery on slides
- [ ] Check - Spell/Grammar
- [ ] Apply Bloom, Gagne and Mayer
- [ ] Add correct/wrong feedback to knowledge check