



Author Guide for Converting PowerPoint to eLearning and mLearning

This is a guide that trainers and subject matter experts (SME) can use to expand their MS PowerPoint presentations into a format that can be used for eLearning courses. The recommendations in this guide assist trainers and SME's to create instructionally sound content that easily flows into ReadyGo WCB.

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Guidelines for Creating an Effective Web Course

Using Learning Objectives

To create an instructionally sound, well focused course that meets business objectives it is recommend that you use learning objectives.

- For your course's learning objectives, list one to five goals or learning objectives.
 - e.g. by the end of this course you will be able to ...
- Include these learning objectives in your course summary.
 - Make sure that your course content covers these learning objectives.
 - If content does not cover your learning objectives you will need to add additional content.
- For each chapter create three to five learning objectives.
 - Use these learning objectives in your chapter summary.
 - Review your Power Point content to make sure it meets your learning objectives.
 - If your content does not cover your learning objectives you will need to add additional content to your chapter.
- For the best results create learning objectives first, and then review your presentation to make sure you cover the material.



Course learning objective

eLearning and mLearning

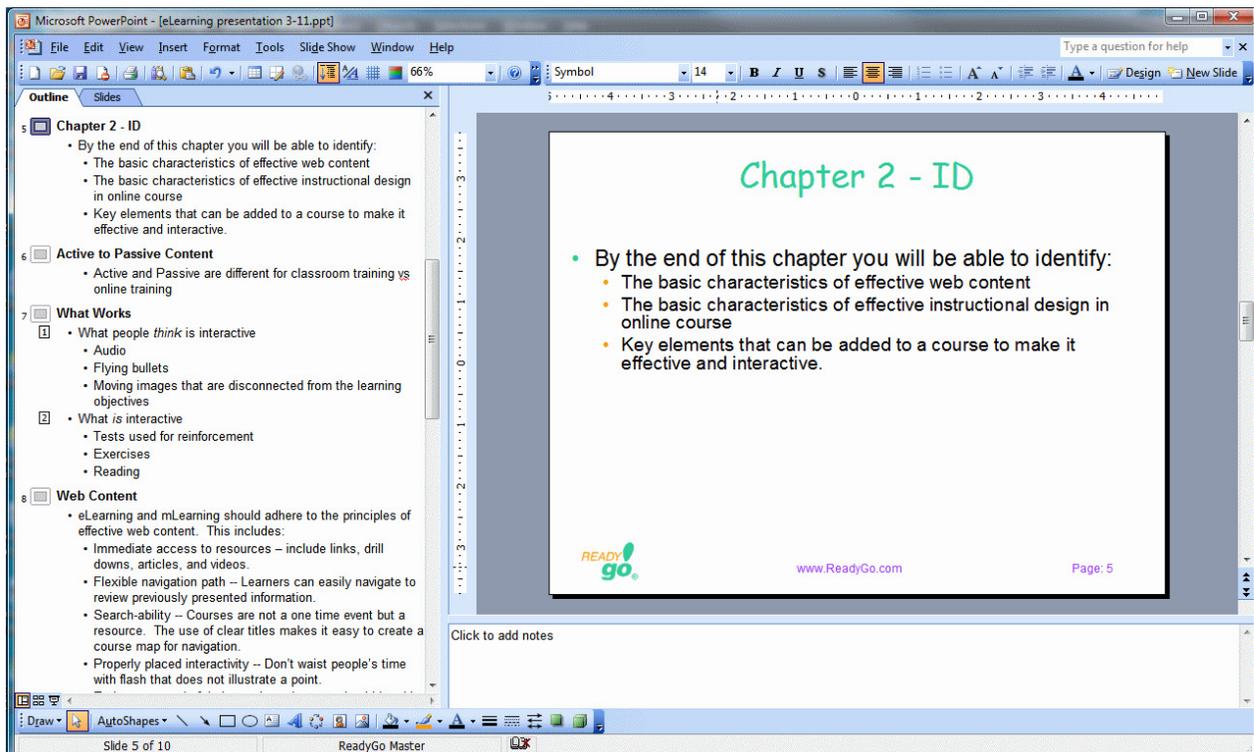
In this course you will learn how to turn your PowerPoint presentations into effective asynchronous learning.

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eLearning Content

eLearning course information is most effective when delivered in small chunks. Learners typically have 15 to 20 minutes available at any time; while most people can stay focused for 15 to 20 minutes. Use the following guidelines when chunking content:

- Break your presentation chapters. An effective course will have five or less chapters. If you have more than seven chapters, consider breaking the content into multiple courses.
- Each chapter should consist of about 10 to 15 bullet pages. Avoid having more than 20 bullet pages in a chapter.
- Summaries help frame the material that will be presented. Summarize your page before presenting bullet pages.
- Try to develop pages that have three to five bullets, with no more than three levels of indentation. Don't be a slave to this. Page content can be longer if you are keeping the same thoughts together.



Tips for creating effective content

- Tell them what you are going to tell them, tell them, tell them what you told them.
 - This training adage works well in eLearning.
 - Tell them what you are going to tell them with a summary.
 - Tell them with bullet points.
 - Tell them what you told them with a test question that reinforces an important point.
- Every bullet page should have a unique title – don't just navigate, communicate.
- Avoid using phrases, bullet points should be made up of complete sentences.
- If applicable, create a glossary of between 10-15 words. Each word should have a description of one to two sentences.
- Additional features found in courses:
 - Create test questions, about 3 to 5 questions per chapter.
 - If students choose the wrong answer
 - Provide them with feedback on the correct answer.
 - Make them retake the question.
 - This will reinforce the correct answer.

The image shows a screenshot of an eLearning slide. The slide title is "Instructional Design" in green. Below the title is a bullet point: "Effective online content has the following characteristics:". This bullet point is followed by a list of six characteristics, each preceded by a small orange dot. Annotations with arrows point to the title and the first bullet point. A large bracket on the left side of the slide encompasses the list of characteristics, with the text "Each bullet point is a complete thought" next to it. At the bottom of the slide, there is a logo for "READY go." in orange and green, the website "www.ReadyGo.com" in purple, and "Page: 9" in purple.

Unique title

Summarize the page's idea

Each bullet point is a complete thought

Instructional Design

- Effective online content has the following characteristics:
 - Information is chunked into chapters, pages, and bullet points.
 - Always use course and chapter learning objectives.
 - Thoughts are written in complete sentences.
 - Chapters and pages are broken based on what flows best for the material.
 - Test questions are used to reinforce important concepts.
 - Graphics are used to better explain a concept.

READY go.

www.ReadyGo.com

Page: 9

Test

Most people are surprised to learn that interactivity is different for classroom training and online training. Test questions are an easy and effective way to make your courses more interactive.

Look at your PowerPoint page.

- What is the most important point you are making?
- Turn this point into a question.
- If the student gets the question wrong give them the correct answer using feedback. Then make the student re-take the question.
- This reinforces the correct answer.

Tip: Enter the question and answer in the notes section of your PowerPoint page.

The screenshot shows a Microsoft PowerPoint window with the following content:

- Slide Title:** Active to Passive Content
- Slide Content:**
 - Active and Passive are different for classroom training vs online training
 - Classroom:** A spectrum from Passive (Reading, Tests) to Active (Group Exercises, Teacher talking).
 - E-Learning:** A spectrum from Passive (Audio) to Active (Video (talking heads), Reading, Exercises, Tests).
- Notes Section (circled in green):**

Test question: What is the most active element you can add to an e-Learning course:
Audio, Video, Reading, Exercises, Tests
Correct answer: Tests

To bring PowerPoint into ReadyGo WCB

1. Make sure each page has a title
2. Make sure all pages are bullet pages
3. Make sure each page has at least one bullet point
4. Make sure titles and bullets display in outline mode. If they do not display in outline mode, you can easily copy past them from the slide view into the outline view.

Elements Found within ReadyGo WCB

Main Page

Every course has a main -- introduction page. Turn your presentation cover page (Title Slide saved as a bullet slide) into your introduction page. For an eLearning course you should have the following elements on the introduction page.

- Create a title (1).
- Write one to three sentences that describe the course and provide a course objective such as when you complete this course you will be proficient in ... (2).
- Optionally you can provide a graphic that would work well on the main page of the course (3).

Below is a sample of what a main introduction page looks like:

The screenshot shows a web page for a 'ReadyGo Demonstration Course'. At the top, there is a teal navigation bar with icons for Home, FAQ, Glossary, Help, and Site Map. Below the navigation bar, the page title is 'ReadyGo Demonstration Course'. On the left side, there are three numbered links: '1. ReadyGo WCB', '2. Testing', and '3. Test Only Chapter'. Below these links are two buttons: 'Bookmark Page' and 'Go To Bookmark'. In the center, there is a large 'READY! go' logo with a '3' next to it. Below the logo, the main title '1 ReadyGo Demonstration Course' is displayed. Underneath the title, there is a paragraph starting with '2' that describes the course: 'This course highlights ReadyGo WCB's built in features including our four level course structure, tests, exercises, navigation, and services including the glossary, FAQ, and Help.' At the bottom of the page, there is a play button icon and the text 'Click to continue.'

Chapter Title Pages

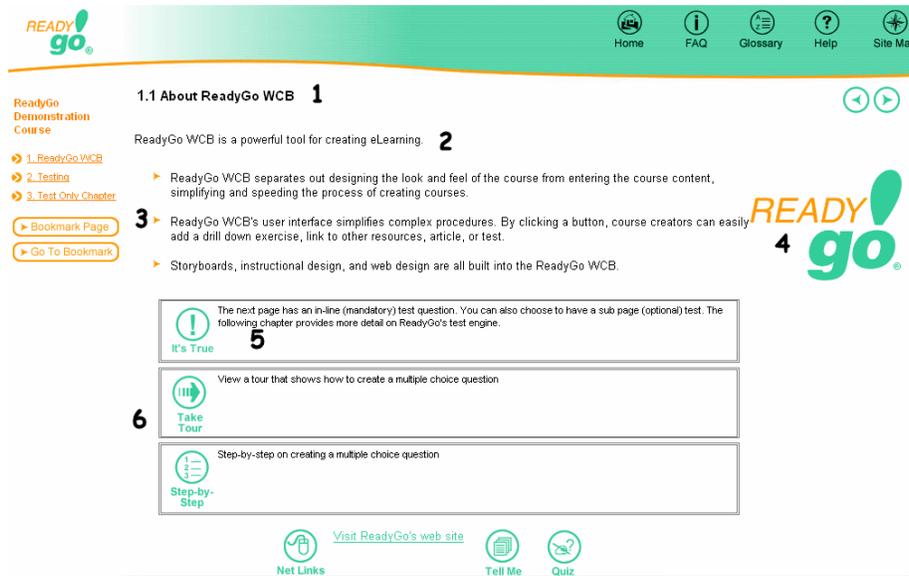
Break your content into chapters. Chapters may have as many as 10 to 15 pages. In PowerPoint use a bullet page to create your chapter title page. Each chapter page should contain the following:

- Create two chapter titles:
 - For the chapter page (2), you can write a long and expressive chapter title that will be displayed on the chapter title page.
 - For the sidebar (1), choose a short title so that it fits nicely in your sidebar. For example, the full chapter title may be “The introduction of printing machines in the 20th century”, while the short title could be something shorter such as “Printing machines”.
- A chapter summary (3) – Frame your chapter with learning objectives of the three to five sentences.
- The index (4) and Site Map is automatically created from your page titles. Make your page titles unique. This makes your course an effective resource.
- Chapter picture (5) - you may optionally include a graphic that is displayed on the chapter title page.

The screenshot shows a web interface for a ReadyGo course. At the top is a green navigation bar with icons for Home, FAQ, Glossary, Help, and Site Map. Below this is a sidebar (1) with the text 'ReadyGo Demonstration Course' and three numbered links: '1. ReadyGo WCB', '2. Testing', and '3. Test Only Chapter'. Two buttons are at the bottom of the sidebar: 'Bookmark Page' and 'Go To Bookmark'. The main content area (2) is titled 'ReadyGo Web Course Builder' and contains a paragraph of text (3) and a list of four links (4): '1.1 About ReadyGo WCB', '1.2 Flash and other plug-ins', '1.3 Audio in ReadyGo WCB', and '1.4 Product information'. A large, stylized purple graphic (5) is positioned on the right side of the page. Navigation arrows are visible in the top right corner of the content area.

Bullet Pages

Bullet pages are the core of any PowerPoint and are also the core to any eLearning course. Bullet pages consist of the following elements:



- Title (1) - Make the title unique so that it provides effective navigation in the course map and chapter title page.
- Page summary (2) - Use a summary to frame the ideas that will be presented on that page.
- Bullet points (3) - The course content should be provided in bullet points.
 - You may need additional refinement of your bullet points. If you need too many levels consider breaking your subject into multiple pages.
 - Studies have found that learners have between 48% and 120% higher retention levels when they receive information in bullet points over paragraphs.
 - It is best to have bullets with three or less levels of indentation.
 - eLearning content stands on its own, create bullet points that are complete thoughts and complete sentences.
- Graphics (4) - You may have multiple graphics on a page. You can add your graphics to your PowerPoint presentation and copy/paste them into ReadyGo WCB.
- Tip or It's true (5) - Use to highlight an interesting fact. Providing information in as a Tip or an It's True helps students remember information, breaks the course up, and provides a good way of adding interesting trivia to an eLearning course.
 - Create your Tip or It's true as the last bullet point on a PowerPoint page

Drill Down Elements

A drill down element has a link (6) from the bullet page to the element. It may be frustrating for learners who are familiar with the subject to have to view every video, every exercise, and every article. A drill down makes access to these elements optional.

- In the Notes section of your PowerPoint document you can provide instructions to the person who will turn your PowerPoint into an eLearning course. Allowing them to create drill down elements.
- Drill down elements - Provide supportive information by letting the learner drill down to receive additional information. Don't just tell the learner, show the learner. Drill down elements consist of:
 - Links to external web sites (no more than five per page), provide the URL (<http://www.website.com>). Do you know a good web site that has pertinent information? Give the learner the link. Provide the exact URL and the text you want them to see
 - Exercises or tours – These may include optional videos and exercises.
 - Articles – Text or PDF articles can be included.
 - Step-by-step Instructions – Information broken down and laid out in a table. The steps can include graphics. For example:

Step	Instruction	Picture
1	Fly to your vacation spot	
2	When you get there take a walk on the beach	

Tests

Tests are more than a way to measure a learner. Use test questions to assure the learner understands the material and is not flipping through the course. It is best to use test questions as follows:

Chapter tests

At the end of the chapter, you should create a three to five question test. This will ensure that the learner has read and remember the points you brought up in the chapter.

1. Gets the learner thinking about the material: Ask a question before presenting a new subject. If the course is on eLearning, you might ask "Have you ever taken a course on eLearning? Answer Yes, or No; this gets the learner thinking about the subject you are about to present.
2. Remember the most important point you just presented. Ask a strait forward question that highlights this point. This will reinforce the material
3. Enter the question and choices into the Notes section of Power Point. You do not need to re-type question, in ReadyGo WCB, test questions can be copy/pasted from within a chapter to the chapter test.

ReadyGo WCB TIP: Place your test question and answer in the notes section of PowerPoint. Your course creator will enter this into the tool. Identify if intra-chapter test questions can be used for end-of-chapter test questions and end-of-course test questions.

End of Course Test

Use the end of course test to ensure that the learner has learned the material you presented. Ask the same questions on the final that you asked on the chapter test. Having learners score 100% on a final test is important for compliance training. This way an organization is assured that employees are aware and understand a policy or procedure.

Possible Types of Questions

- Multiple Choice
- True False
- Text Fill-in-the blank (allows a family of correct answers)
- Numeric fill-in-the blank (allows a range of correct answers)
- Multiple Selection (partial credit can be given)
- Picture Region Click with Multiple Regions as Choices
- Picture Region Click - click anywhere on the picture
- Matching column drag-and-drop (Drag from one column to its match in the other column)
- Matching column with lines drawn between the columns

- Multiple Match Drag-and-Drop to picture images
- Multiple Choice from a pull-down list
- Multiple Selection from a pull-down list
- Ranking/Sequence
- Likert/Preference Scale question (not graded, but tracked) questions can be grouped.
- Custom: Insert your own Flash/JavaScript – can be used to better manage tests created in other tools

Creating Questions

You will need to provide:

- The question (1)
- The possible choices (2)
- The correct answer (3)
- Graphics (optional)

1.1.5 This is a sample test page



ReadyGo supports 15 different types of test questions. The test on the last page of chapter two includes all types of test questions. The page after the test in the Test Only Chapter has a certificate.

- Q** 1. The Summer 2008 Olympics will be held in:
- A. Sydney
 - B. Beijing
 - C. Athens
 - D. London
- Q** 2. A cross-country foot race of 26 miles, 385 yards is called a:
-
- Q** 3. Within 0.5 seconds, what is the World Record for the Men's 100m race?
-
- Q** 4. If you could attend only three of the following Olympic events, which would you choose?
- A. Swimming
 - B. Track
 - C. Sailing
 - D. Closing Ceremonies
 - E. Opening Ceremonies
- Q** 5. Do you agree or disagree? The Olympics should only be held in Greece.
- Strongly Disagree Strongly Agree No Opinion

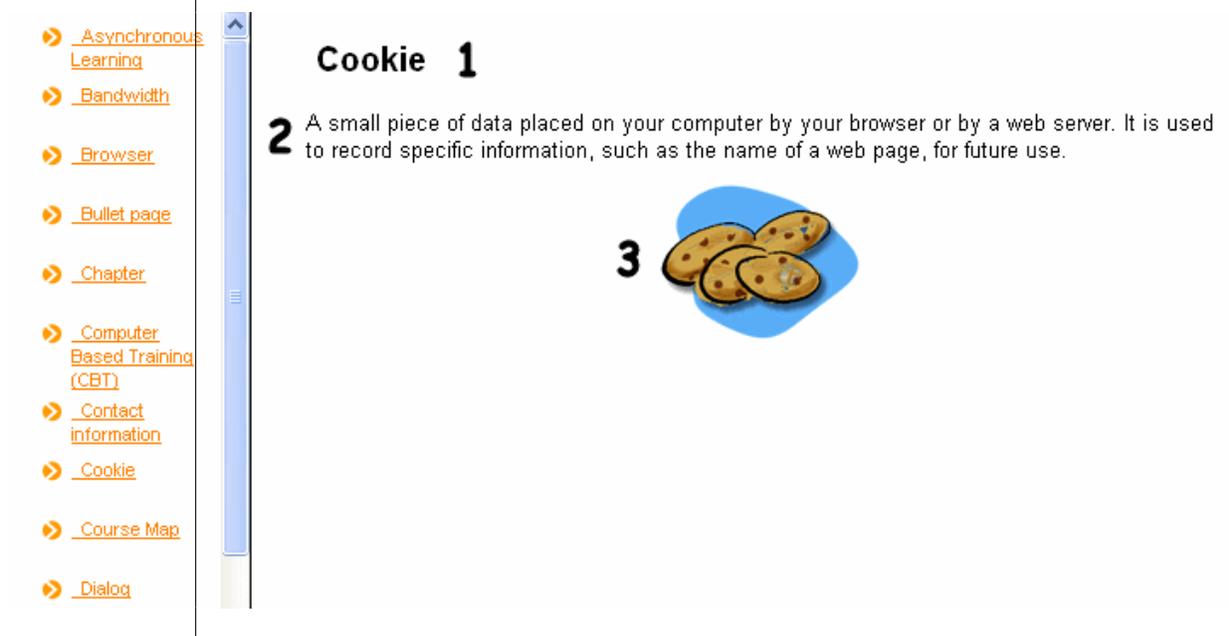
[Grade the Test](#)

Your score will appear here

Glossary

A course Glossary is an additional element you can add to a course. Glossaries consist of:

- An automatically created list of glossary words generated from the glossary terms.
- The term (1) - A word to be defined
- A definition (2) - One to three sentences defining the term
- Optionally you can include (3)
 - A graphic that helps explain the word
 - A link to a resource such as Wikipedia



The screenshot shows a web interface with a vertical navigation menu on the left containing links such as 'Asynchronous Learning', 'Bandwidth', 'Browser', 'Bullet page', 'Chapter', 'Computer Based Training (CBT)', 'Contact information', 'Cookie', 'Course Map', and 'Dialog'. The main content area displays a glossary entry for 'Cookie'. The entry is titled 'Cookie 1' and includes a definition: 'A small piece of data placed on your computer by your browser or by a web server. It is used to record specific information, such as the name of a web page, for future use.' To the right of the definition is an illustration of three cookies on a blue circular background, labeled with the number '3'.

FAQ (Frequently Asked Questions)

FAQ's are a good way to provide additional information. Provide a question and an answer for each FAQ. FAQ's can be broken into categories.

Help

Provide an e-mail address, web site, or news group that learners can use if they have a question or need some additional help.