DO's

Here are some rules that can be useful before, during and after your e-learning development process.

Before the e-learning development starts

Take the following points into consideration:

Make sure your slide size matches the project requirements	☑
Set some basic conventions about navigation,layout and interaction	☑
Branding and formatting requirements - fonts, colours, shapes, logo(s)	☐
Project scope - interactivity, media types, knowledge checks, feedback	☐

During the e-learning development process

Save your project every 5 mins. or set auto-save to prevent hair loss	☑
Test complex interactions with basic objects before fully building them	☐
Use copy-pasting wisely to save time - objects, triggers, states, layers	☐
Follow accessibility rules to avoid bad user experience and extra work	☐

After the e-learning development process

Test all the slides before sending it for review (in Review 360 too)	☑
Double check consistency, formatting, punctuation, grammar, feedback	☐
Make sure the player and the navigation work as per the requirements	☐
Check and test how the published file works in the LMS	☐

TIP

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DON'Ts

Here are some rules that can be useful before, during and after your e-learning development process.

Before the e-learning development starts

Don't:

Start complex development tasks before the storyboard's been signed off	✖
Start developing before decisions have been made about the design	✖
Try to find all the assets - there will be a bit of a trial and error needed	☐

During the e-learning development process

Don't:

Spend too much time on building before making sure it will work	☐
Try to squeeze too much content on one slide	☐
Start with the smallest text box - start with the biggest one and align	✖
Ignore the rules of consistency - these will be spotted first	☐
Try to build something that might not work - if it can break, it will break	☐

After the e-learning development process

Don't:

Send something to your client before testing it thoroughly	☐
Try to fix the issues without documenting them	☐
Fix isues in the same file you worked on before - version control is crucial	☐
Underestimate the importance of user experience and learner feedback	☐

TIP

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