



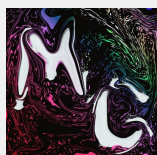
Mind Garden Media, LLC
Tonia Driskill, Manager
Hermitage, MO 65668
themindgarden4u@gmail.com

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Course Details

| Format | Description | Notes |
|---|---|-------|
| File Type created with Articulate Storyline 360 | LMS Packages: <i>SCORM 1.2</i> <i>SCORM 2004</i> <i>Tin Can API</i> <i>AICC</i> <i>Cmi5</i> Stand Alone/Web: <i>Html5</i> <i>Video only</i> | |
| LMS | Reporting: <i>Passed/Incomplete</i> <i>Passed/Failed</i> <i>Completed/Incomplete</i> <i>Completed Failed</i> Completion/Passed: <i>Percent of slides viewed</i> <i>Percent on a final quiz</i> | |
| Branding | *Hex codes or palette *Logo PNG or JPEG *Font *Statement of design: playful, fun, serious, professional, calming, etc. | |
| Formatting | Small company - minimal Large company - higher need <i>Button analogy: Some people are picky about the attachment of a button to fabric, most do not care. It's the same with formatting.</i> | |



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| | | |
|------------------------|---|--|
| Course Duration | How long do you want or need the course to be? | |
| Basic Content | In what format does the course currently exist? *List of ideas that need research and organization *Objectives that need content *Unorganized content in various locations *Organized outline, slideshow or storyboard *Previous course | |
| Extra Content | What type of additional content needs to be created? *Logo and branding *Animated videos *Whiteboard videos *Screencasts *Note guides or worksheets *Workbook *Other | |
| Level | See the list provided below this table. | |
| Purpose & Interactions | What is the purpose of your course? How much interaction? *Required training of high value *Required training of low value *Optional training *Needs to be quick *Needs to be long *Want entertainment *Want high engagement See the list provided below of possible interaction slides. | |
| Quizzing | How many quiz questions? Final quiz? What types? | |



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| | | |
|----------------------|---|--|
| | Feedback? <ul style="list-style-type: none">*Multiple choice*Multiple answers*True or false*Drag and drop*Matching*Clickable*Fill in the blank (draggable and text input)*Multiple attempts*Feedback for different answers | |
| Menu & Player | No menu Locked/Open Standard menu Custom menu | |
| Resources & Glossary | Resource attachments are documents that the user will need to access. A glossary is a list of words and definitions that the user can access. Both resources and the glossary can be restricted on selected slides. | |
| Gamification | Avatars Gamertag Scoring Games Badges | |
| Other details | | |



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Understanding E-learning Options

This will describe what types of content and interactions could be included in each level. Every project has different needs and will not fit exactly into one level. This guide is useful for budgeting because as you increase in complexity the time and effort, the cost will increase.

Level 1 - basic, linear content presentation with text and embedded videos; much like a lecture - just deliver the content without bells and whistles, no interaction, minimal quizzing with simple questions such as multiple choice and true/false

Level 2 - linear content presentation with text, voice-overs and embedded videos; like a lecture that allows for practice; very few bells and whistles, minimal interaction, quizzing is vital with mostly multiple choice and true false and a few matching questions or drag and drop

Level 3 - branching content that the user chooses to visit, but each user will cover all content; with text, voice-overs, embedded videos, games, choice; lots of bells and whistles, and interaction, quizzing through-out of multiple types; could include gamification (avatars, gamertags, scores, badges)

Level 4 - branching content that the user chooses to visit with feedback and unique interactions based on user choices; with text, voice-overs, embedded videos, games, choice; lots of bells and whistles, and interaction, quizzing through-out with multiple types; could include gamification (avatars, gamertags, scores, badges) and choose your own adventure



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Interaction and Content Options

Standard: Multiple choice, multiple choices, true/false, matching, click correct, drag correct

Whiteboard, chalkboard or glassboard video using Doodly

Animated cartoon video using Toonly

Screencast video with or without music and voice-over

Any video (Youtube, existing or created MP4's) can have quiz questions within it

Graphic Novel to show a case-study or scenario

Clickable characters to show a conversation for a case-study or scenario

Clickable timelines to show a chronological procedure or event

Clickable objects or buttons that show a lightbox (pop-up) with new information

Clickable tabs that show screens with new information

Flashcards to learn new or practice content

Matching game that shows new content when a match is made

Put a procedure into a sequence by dragging and dropping

Fill in the blank by dragging a word into a sentence or typing an exact word

Click a part or piece of an object to learn more or to assess learning

Find hidden objects to reveal new information



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Revisions

When the final course has been submitted for your review, you will want to use this checklist to be sure everything is optimally designed for the learning experience you have envisioned. You might have chosen to omit some of the features in the list due to cost so keep in mind that making a change now will end up costing you more.

- ☐ Logo and branding
- ☐ Formatting matches style guides for branding
- ☐ Menu style
- ☐ Navigation style
- ☐ Resources and glossary are attached
- ☐ General slide design and layouts are aesthetically pleasing
- ☐ Objectives are appropriate and logical
- ☐ Quiz questions make sense
- ☐ Quiz questions have appropriate feedback
- ☐ Industry specific terms are spelled and pronounced correctly
- ☐ Slide content is presented with the voice-over
- ☐ Content slides have a voice-over
- ☐ Too much focus on a topic
- ☐ Too little focus on a topic
- ☐ Missing topic
- ☐ Final quiz has plenty of questions with correct passing percent
- ☐ Glitches of any sort