

eLearning Developer/Instructional Designer (ID)/Content Developer/eLearning Designer

e-Learning Instructional Designing and Development Certificate (EIDDC)

Course Duration: 12 Weeks

Fee: 20,000/-

Course Curriculum

Module I- All about ID

The learner is given an opportunity to put into practice the theory learnt not only by completing the given assignments but also by working on existing content (Samples from the work) to showcase an increased efficiency at the workplace .

Instructional Designing

- Introductions
- What is Instructional Design
- Why Instructional Design
- Typographical Elements

Instructional System Designing – ISD

- ADDIE model
- Rapid Prototype Model
- Bloom’s Taxonomy

Instructional Theories

- Behaviorism,
- Constructivism,
- Cognitivism

E-learning

- E-learning Technology
- Levels of e-learning
- LMS
- LCMS

ID Standards

- **SCORM**
- **AICC**

ID Contents Framing

- Organize
- Storyboarding
- Incorporate Text and images
- Audio
- Video
- Animations
- Quiz or Test

Designing, Development and Sequencing of learning objects

Instructional Delivery Methods

Technical Writing Concepts

ID Types & Modes

- **CBT**
- **WBT**
- **Streaming**
- **Prototyping**
- **Simulation**
- **Demonstration**
- **Video Tutorials**
- **Tests and quizzes**

Module 2 – ID Tools

Popular Tools for drafting, editing and publishing content. This unit will equip the learner with technology which in turn will help one to create interactive just in time and quality content.

- Creation Tools
- Content Tools
- Publishing Tools

Ms Word

- Introduction & Features
- Formatting Text, Font and Paragraph settings
- Bullets and Numbering, Borders and Shading
- Styles and Formatting
- Template Creation
- Cross-references, Bookmark & Hyperlinks
- Creating Sections
- Generating Table of Contents/ Table of Figures/Index
- Header and Footer
- Working with Reviewing toolbar
- Footnote and Endnote
- Protecting the Document
- Autotext and AutoCorrect
- Watermarks/Columns/Change Case/Tables

Ms PowerPoint

- Getting Started
- Creating new presentations
- Saving presentations
- Formatting Slides
- Drawing objects
- Working With Graphics
- Modifying Presentations
- Proofing And Delivering Presentations
- Set-up presentations

eLearning and Capivate

- Education Through Pictures
- Planning eLearning Projects
- The Captivate Environment
- Explore a Finished Captivate Project
- Workspaces
- Explore the Default Workspaces
- Modify and Reset a Workspace
- Create a Workspace
- Zoom and Magnify
- Navigate a Project
- Previewing
- Preview a Project
- Blank Projects
- Create a New, Blank Project
- Insert Standard Objects onto Slides

Recording Screen Actions

- Resolution and Recording Size
- The Development Process
- Preparing a Record
- Rehearse a Script
- Review Recording Settings
- Access for Assistive Devices
- Enable Access for Assistive Devices
- Multimode Recording
- Review Default Recording Mode Settings
- Record Using Multiple Modes
- Custom Recordings
- Record a Custom Simulation
- Panning
- Record a Demonstration that Pans
- Manual Recording
- Record the Screen Manually

Captions, Styles and Timing

- Text Captions
- Insert, Resize and Move Text Captions
- Modify Text Caption Properties
- Caption Styles
- Edit the Default Caption Style
- Callouts
- Change a Callout Used by a Text Caption
- The Timeline
- Control Slide Timing

- Control Slide Object Timing
- Check Spellings
- Align Slide Objects

Images and Smart Shapes

- Images
- Insert, Resize and Restore an Image
- Transform an Image's Size and Position
- The Library
- Use the Library
- Manage Unused Project Assets
- Image Editing
- Crop and Rename an Image
- Remove a Background Color
- Smart Shapes
- Insert a Cloud Callout
- Image Slideshows
- Create an Image Slideshow
- Pointers, Buttons and Highlight Boxes
- Mouse Effects
- Add a Visual Click and Sound
- Pointer Paths and Types
- Modify the Mouse Pointer
- Buttons
- Insert and Format a Text Button
- Set a Button's Pause After Timing
- Work with Image Buttons
- Highlight Boxes
- Insert and Format a Highlight Box

Rollovers, Zoom Areas and Slidelets

- Rollover Captions
- Insert a Rollover Caption
- Rollover Images
- Insert a Rollover Image
- Zoom Areas
- Insert a Zoom Area
- Rollover Slidelet
- Insert a Rollover Slidelet

Audio

- Object Audio
- Import Audio onto a Slide Object
- Import Background Audio

- Slide Notes
- Add a Slide Note
- Recording Audio
- Calibrate a Microphone
- Record Slide Audio
- Slide Audio
- Import a Voice-over onto a Slide
- Edit an Audio File
- Silence
- Insert Silence
- Text-to-Speech
- Convert Text-to-Speech

Video, Animation & Effects

- Video
- Insert a Flash Video
- Set Flash Video Properties
- Animation
- Add Animation to a Slide
- Text Animation
- Insert Text Animation
- Object Effects
- Apply an Effect to a Slide Object
- Apply a Glow Filter Effect
- Modify Effect Properties
- Save and Import Effects

Demonstrations versus Simulations

- Hide the Mouse
- Find and Replace
- Replace Phrases
- Click Boxes
- Insert a Click Box
- Text Entry Boxes
- Insert a Text Entry Box

Working with PowerPoint

- PowerPoint as a Starting Point

- Import PowerPoint Slides
- Resize One Object and Apply to All
- Round-Trip PowerPoint Edits
- PowerPoint Collaboration
- Synch with Source
- Rescaling Projects
- Rescale a Project

Introduction to Question Slides

- Quiz Setup
- Edit Quizzing Object Styles
- Set the Quiz Preferences
- Creating a Quiz
- Insert Question Slides
- Format a Question Slide
- Add an Image to a Question Slide

Skins, Table of Contents, Publishing

- URL Actions
- Link to a Web Site
- Skins
- Apply a Skin
- Edit, Save and Delete a Skin
- Table of Contents
- Create a TOC
- Preloaders
- Check Publish Setting and Add a Loading Screen
- Publishing
- Publish a SWF and PDF
- Run HTML5 Tracker
- Publish as HTML5
- Round Tripping
- Export Captions
- Perform a “Round Trip”

Adobe Premiere / Adobe Media Encode (Video Editing)

- Creating videos
- Creating flash video from other video file formats
- Working with Adobe Media Encoder
- Inserting video into Captivate

Adobe Audition (Sound Editing)

- Editing sound in Audition
- Editing and Cleaning UP sound from Captivate
- Adding special effects
- Creating loops

Photoshop (Image Editing)

- Introduction to Photoshop
- Cropping images and editing
- Explore the Photoshop Environment
- Basic Photo Corrections
- Working with Selections
- Editing images using Photoshop
- Retouching and Repairing
- Creating layers, Mask and Channels
- Correcting and Enhancing
- Slice and Link an Image
- Creating Rollovers and Animate GIF Images
- Painting and Editing
- Basic Pen Tool Techniques

Dreamweaver (WebPage)

- The Dreamweaver interface
- Creating HTML documents
- Adding content to Web pages
- Adding structure tags to content
- Using CSS to style content
- Working with links and anchor tags
- Rollovers and interactivity, including javascript rollovers
- Library items and Creating forms

TechSmith Camtasia

- Recording the Screen
- Batch Production Wizard
- Flash Hot Spots
- Adding Audio While Recording
- Picture-in-Picture Editing
- Recording a Web Seminar
- Working with Storyboard
- Creating an Interactive Flash Movie

Ms Visio

- Introduction to MS- Visio
- Using various technology images
- Creating DFD's and Architectural Diagrams
- Synchronization of images
- Creating different file formats
- Special Merits & Installation sequence
- Types & Behavior of shapes
- Templates stencil & Connection shapes
- Group/ Ungroup
- Data Linking & Data Graphics
- Auto Linking & Hyper Linking
- Importing into Word

Checklists, Mind maps, software's and templates will be provided.

Assignments

All assignments will be based on the concepts and tools learnt to meet the learner's requirements E

Learning Tips Our experienced team of trainers will guide and equip the learners with quick tips and efficient and advanced usage of the tools to enhance their performance. Test On successful completion of the course (which is inclusive of the assignments) a certificate will be issued certifying the candidate as Instructional Designer.

Training Methodology

We provide a unique and robust platform for training in Instructional Designing. Highly qualified instructors and eminent faculty, with hands-on experience in Instructional Designing, would guide and help blossom the new entrant into an industry-ready, professional Instructional Designer. The training is

conducted in person, which makes it highly focused and penetrative. The participant is amply facilitated to clear any doubts or queries. You are provided a stock of useful study materials, which are objective and crisp. These study materials specifically addresses all your certification requirements.

Upon successful course completion you can work with various organizations as

An instructional writer – Writes content

An instructional designer – Designs the framework and content from its inception

A content analyst – Proof reads the content and hosts it online if required

A creative writer – Makes brochures, writes company newsletters, infographics, case studies and whitepapers

A Technical writer –Develops technical manuals on software and other products both for the developer and the end user

Who should enroll to this course?

- Instructional designers who have theoretical knowledge and who would like to comprehend the practical application.
- Content Writers who want to upgrade their skills and want to become an instructional designer
- Trainers who wish to formally learn Instructional Design to make their trainings more effective and systematic
- Project Managers/Project Leaders in the eLearning industry who wish to connect with their clients and development teams more effectively
- Copy-writers/Copy Editors/Journalists who wish to learn instructional design for exploring the eLearning industry
- BPO Executives and Technical Writers who would like to shift to a more rewarding and satisfying career.
- Graphic Designers with good visualization skills who wish to expand their creative horizons
- Teaching professionals who would like to explore a more remunerative career option that will take their ideas to a much broader audience
- Individuals who enjoy writing & wish to influence the way learning is imparted.

SIEVE SOFTWARE

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