PURNIMA VALIATHAN
E-Learning, Training & Education Professional

Cue-Sheet for ILT to E-Learning Conversion

Note: This is a generalization for content that is not very complex, and content meant to be presented in the expository mode. You may need to modify the learning seat time if the content is complex, or your presentation strategy is different.

Source Material	Guideline	Calculate duration for E-Learning as: (Learning Seat Time)	Total number of Slides/Exercises/Tasks	Total Duration Total No: **X** duration
Teaching Slides in PPT *On an average 5-6 bullet points per slide*	Retain *If the PowerPoint doesn't have any Facilitator Notes, assume 50 words per slide as explanation.*	30 seconds per slide		
Exercise Slides *Objective Type Question*	Retain	30 seconds per slide		
Exercise Slides *Activity/Game*	Check & Convert • *Is conversion possible?* • *Modify suitably for online medium* • *Will require detailed instructions to be read and understood + time to complete*	2 minutes per exercise		
Exercise Slides *Discussion*	Check & Convert • *Is conversion possible?* • *Typically convert to "Reflection" Question with Expert Response for self-paced E-Learning* • *No Correct/Incorrect feedback for this*	1 minute per exercise		
Exercise Slides *Lab Activity*	Check & Convert • *Is conversion possible?* • *If software application, convert to procedure simulations* • *If equipment, convert to explore simulations* • *One simulation/task is assumed to have 7-10 steps/clicks.*	1 minute per exercise		