



Developing and building an e-learning course occurs in a four-step process. The process is listed below.

Step 1 – Instructional Design

During this step, the Sparkle E-Learning will:

1. Discuss with the person/people/business (the requestor) who are requesting the course build what their expectations are of the course in regards to the look, imagery, interaction level, how it will be stored/accessed by users and if reporting on completion is required;
2. gather the course content from the requestor;
3. create a High Level Design (HLD) of each slide in either Articulate Rise or Storyline (depending on what the requestor has chosen). This mock-up will contain only high level dot points of the content and include some image/video/sound ideas and animation ideas (such as pop ups, fade in/out information, character expression/body language changes);
4. send the HLD to the course requestor via a link to Articulate Review for review. The review consists of two (2) rounds of digital reviews/amendments and up to two scheduled phone call feedback sessions (up to 1.5 hours per call);
5. Make the changes as per the suggestions that arise during the review stage above. For each additional review rounds (above the two stated above) an hourly fee of \$65 per hour will incur. This ensures the project is delivered on time and to scope.
6. Final sign off by requestor.

Step 2 – Storyboarding and Build (the product)

During this step, Sparkle E-Learning will:

1. use the approved HLD as a basis for adding in the course content (words), images, audio, video;
7. send the product to the course requestor via a link to Articulate Review for review. The review consists of two (2) rounds of digital reviews/amendments and up to two scheduled phone call feedback sessions (up to 1.5 hours per call);
8. Make the changes as per the suggestions that arise during the review stage above. For each additional review rounds (above the two stated above) an hourly fee of \$65 per hour will incur. This ensures the project is delivered on time and to scope.
9. Final sign off by requestor.



Step 3 – Live (with a LMS)

During this step, Sparkle E-Learning will:

1. create a Learning Management System (LMS) for the course to be stored on (if requested);
2. write instructions on how the requestor will access the LMS and use its reporting features;
3. store the course on the LMS; and
4. provide a link to the course to the requestor to be added to their website/ intranet/front end of LMS.

Please note: A LMS often incurs a monthly or yearly fee depending on how many students require access to your courses. Sparkle E-Learning prefers to use TalentLMS as it is simple and easy to use, track and report for people new to LMS's. However, if you already have a LMS, Sparkle E-Learning will send you the SCORM/TIN CAN/API file for you to load onto your LMS.

Step 3 – Live (without an LMS)

During this step, Sparkle E-Learning will:

1. ensure there is an alternative for capturing course completion whether it is via a survey, certificate or email. This will be discussed with the requester at the quote stage;
2. Send the requestor instructions on how completion data will be captured.
3. Send the requestor a link to the final product which they can use and advertise for sale.
4. If the requestor is paying for the course source documents, they will be sent to the requestor also.

Quotes and Invoicing

Sparkle E-learning will provide a quote based on the overall build and LMS if required. A 20% deposit is to be paid prior to the build starting. Further payments will be required upon completion of each step. See below for details:

- 20% initial deposit to secure the project
- 20% upon completion of Step 1
- 20% upon completion of Step 2
- 40% upon completion of Step 3

www.sparklelearning.com - E: Sparkle.elearning@gmail.com - M: 0439 710 944
ABN: 72 645 170 883 - Postal Address: 20601/6 Manning Street, MILTON QLD 4064



For any questions regarding this process please contact Lisa at sparkle.elearning@gmail.com or call 0439 710 944.