



Creating an e-Learning in IvyLEAD

You can create an e-Learning in IvyLEAD using the authoring tool available to those with e-Learning author permissions.

Features:

- Easy to use with a comprehensive e-Learning that will teach you about all the features
- Create slides and content within IvyLEAD or take a ppt and upload it into IvyLEAD, then add other features
- Insert photos and visuals
- Add audio files to add narration to your e-Learning
- Upload videos (including Zoom recordings) or provide links to online videos from places such as YouTube
- Add robust quiz questions at any point in the e-Learning to test knowledge

Next Steps: Determine who will be creating the e-Learning – you or another Subject Matter Expert (SME) from your functional area. That person will need to take the steps below.

- Email talentdevelopment@ivytech.edu to express your interest in creating an e-Learning and ask for e-Learning author permissions. We will launch a DocuSign form to gather approvals for your access. Include the following information when you email us:
 - Your supervisor's name and email address
 - Your local HR leader's name and email address
- Complete the DocuSign form (you'll receive an email with the form) to request "e-Learning Author" access
- Once all signatures are collected through DocuSign, we'll schedule a Zoom meeting with you to understand your needs, provide guidance, and answer questions
- You will be assigned "e-Learning Author" access
- Complete the "IvyLEAD e-Learning Author" training. This will be assigned during the Zoom meeting and you will need to complete the e-Learning in 30 days, otherwise your access will be revoked.

Helpful Tips:

Things to think about as you plan and create your e-Learning:

- Who is your audience?
- If you have different audience groups, do they need different e-Learnings?
- What content needs to be shared with your audience?
- What does your audience need to learn/know how to do? (i.e., what are your learning objectives?)
- What resources (people, websites, documents, handouts, processes, videos, etc.) are available to help you create the content or build the e-Learning?
- How should the content be organized and/or broken up?
- Who needs to review/approve the e-Learning before it is rolled out?
- Should the e-Learning be set up as required or optional?
- Who will be responsible for monitoring completions of e-Learnings (if required)?

Best Practices:

- Reduce the amount of text on the screen
- Include visuals (diagrams, photographs, etc.) - <https://unsplash.com/> offers freely-usable and high-quality images
- Add quiz questions throughout the e-Learning to engage the learner and test their knowledge
- Record a Zoom session in short snippets – to break the content up and make edits easier