

Creating a Tutorial

1. Develop Learning Goals and Activities

Spell out everything you want the viewer to learn.

2. Create Storyboard

See Storyboard Job Aid.

3. Write script or supporting content

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| If audio narration is used | 1) Prepare a script; 2) select a narrator; 3) record narration. |
| If no audio is used | Prepare an outline of the goal/objective supporting content |

4. Record tutorial using appropriate tool

Camtasia is recommended for this step.

5. Meet with Project Manager to turn over materials

6. CLKR Branch edits and produces tutorial

7. Review tutorial and approve or suggest edits

8. Run through/beta testing

9. CLKR branch posts to end location when approved