Flash Course Conversion to HTML5

Checklist
Curate for Need

1. Is this content still relevant and in line with the company objectives?
   a. No – The content can be RETIRED or it can be RECORD for archiving.
   b. Yes – Go to the “What do the numbers say?” section.

What do the Numbers Say?

1. How many people have used this course over the lifetime of the course? (Pull reports from your LMS to see if it gets used at all)
   a. No one or very little – RETIRE
   b. Limited or regular use – RETIRE and/or RECORD or Go to “Curate for Content”
2. How often does it get used? (Pull reports from your LMS to see when it gets used)
   a. Infrequently – RETIRE and/or RECORD for archiving.
   b. Periodically (not compliance related) - RETIRE and/or RECORD or Go to “Curate for Content”
3. What does feedback say on the course? (Pull L1 reports and review the feedback)
   a. Multiple failures, bad feedback – Research the feedback – RETIRE and/or RECORD, REDESIGN
   b. Good results – Go to “Curate for Content”
4. Is the content up-to-date? (look and feel, visual content, clothing, language, context)
   a. No – RETIRE and/or RECORD, REDESIGN
   b. Yes – Go to “Curate for Content”

Curate for Content

1. Is the tool the course was built in still available?
   a. No – RECORD for archiving, Go to “Source Material”
   b. Yes – REPUBLISH, REBUILD, REDESIGN
2. Do you have the working files or just the output files? (Can you open the source files with the software it was built in and will the version read the file version you have?)
   a. Source Files – Go to “Source Material”
   b. Output only file – RETIRE, RECORD, REBUILD, REDESIGN
3. Will the software produce a file usable in current LMS and contemporary LMS?
   a. No – RETIRE, RECORD
   b. Yes - Go to “Source Material”

Source Material

1. Do you have the original content? (Audio, Video, Still Images, Documents)
   a. No – RECORD for archive, REDESIGN
   b. Yes – REPUBLISH, REDSIGN
The Five Rs

RETIRE – This is for courses that will be retired completely from use. It could be for reasons that the original files are not available to update from Flash or that the content is outdated or no longer matches with the company’s objectives. The course could also be old or not need to be taken any more and can be retired or archived as a video transfer.

RECORD – This is a good option for courses that don’t have any interactions or you no longer have the source files to republish the course. You can record the course while it is playing with software like Captivate or Presenter Video Express and save them out as MP4 that can be used in many LMSs. You can also use this option with courses that have quizzes by cutting the quizzes out of the video and adding the quizzes as a separate piece of content.

REUBLISH – If you have the working files and the same authoring tool, then you can use this option to republish content as an HTML5 version. This may require you to open an older version of a course in a new version of the software to republish it and that may require some slight adjustments of the content. These adjustments include removing interactions and visuals that will not work in the HTML5 interface.

REBUILD – You can use this option when a course was built in an older version of an authoring tool that may not publish in an HTML format or may not match the company objectives and only requires slight modification. With this option, you will need to have the original content that was used in creating the course originally. This will allow you to update to some new features that current authoring tools offer that were not available until recently.

REDESIGN – This option is used when you need to keep the core content and idea for a course, but the course source files or supporting files are missing, or the content has a very old look to it and needs to be brought up to newer standards. Sometimes you want to break apart a lengthy course into content that is easier to absorb. You can use the base output to redesign the course and apply new learning strategies to an older, but relevant course content.
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Envolvemedia is committed to ensuring our customers have the knowledge and skills needed to be successful in all aspects of their deployment. Our trainers have years of deployment and real-world application of the Adobe Connect platform and will assess your user community needs and design a training program that maximizes your return on investment.

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