

Flash Course Conversion Prioritization

Below you'll find a worksheet where you can list out and then prioritize your elearning courses that may need to either be converted, updated, or rebuilt.

For those needing to be updated or rebuilt (based on missing flash assets or general updating), the Course Conversion Detail worksheet included in this document will help further understand what needs to be done with these flash courses.

Course Name	Course Has Flash?			Source Files		Priority Level			Conversion Type		
	Yes	No	???	Yes	No	Now	Soon	Later	CON	UPD	REB

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	Yes	No	???	Yes	No	Now	Soon	Later	CON	UPD	REB

CON = Conversion, **UPD** = Update, **REB** = Rebuild

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Course Conversion Detail

This particular worksheet is for those courses that you have designated as a rebuild or needing to be updated. By completing all the fields below, you'll get a greater idea of what will need to be rebuilt and/or updated.

Course Information

Course name:								
Type of conversion needed (rebuild or update):								
How long is the course (min/hrs)?								
When was the course created?								
What authoring tool was used to create it?								
What original asset tiles are missing?								
What updates need to be made? (Leave blank it none)								
Content	Branding	Images						
Videos	Transitions	Sounds/Music						
Other:								
Is the course mobile responsive?								
Yes	No							
If not, does it need to be?								
Yes	No							
Anything else worth noting?								

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