

Steps to Create Just In Time Concept Modules

- 1. Determine Concepts (and topics within Concepts)**
- 2. Design Template – Logo, colors, fonts, 4:16, title slide, licensing, versioning (date and version)**
- 3. Determine “storage” – cloud, Google Drive, Dropbox, etc.**
- 4. Storyboard Concept – and topics**
- 5. Create PPT or other Capture software including any videos and review, review, track Versioning (date and version number)**
- 6. Narrate – script or no script**
- 7. Appoint a YouTube Administrator to Create a Branded YouTube Channel with projects name.**
- 8. Export into YouTube format (MP4) – key words, description, licensing**
- 9. Closed Captioning – use YouTube to correct for accurate narration (ADA)**
- 10. Track Channel – subscribers, comments, corrections**

Resource Need for Creating Modules

- 1. XXXX**