

36 Essential eLearning

Tools You Need Now



Table of Content:

The Right Tools for your eLearning Strategy p 4

Productivity p 6

Content Creation p 13

Authoring p 19

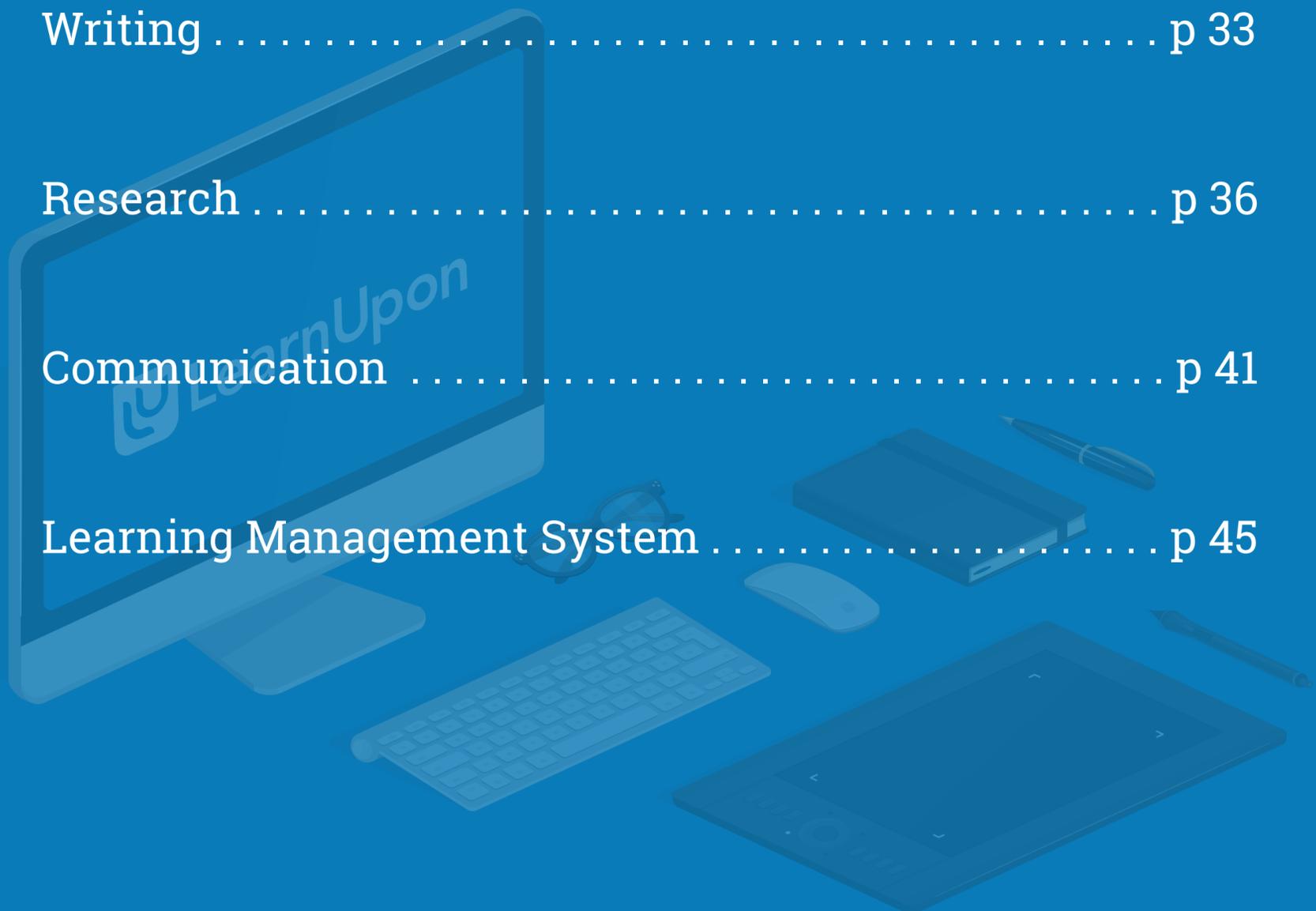
Design p 23

Writing p 33

Research p 36

Communication p 41

Learning Management System p 45



About this eBook

This eBook is for LMS Administrators, course designers and eLearning newcomers who want to optimize and improve their eLearning content. The eBook is divided into 9 sections which will help you to:

- Develop an organizational eLearning strategy
- Streamline your eLearning process
- Find the right tools for eLearning success

The Right Tools for your eLearning Strategy

There's never been a better time to be an eLearning course creator! There are thousands of tools that can help you create engaging course content.

With so many great (and not so great) tools around, there is one question you may be asking – “How do I find the right ones for me and my organization?”

Well, don't worry. We've got you covered. Here, at LearnUpon, the leading cloud-based corporate LMS, we've trawled through 100's of posts, visited too many websites to count, talked to many eLearning experts and have picked **36** essential tools. Some are popular, while others are hidden gems, but we think they are all a great choice for your organization. So let's dive in and start talking about these awesome tools.

Productivity

Product

Tool #1: Trello

What it does: Trello is one of the top project management tools and for good reason. Easy to use as well as offering a freemium package, it offers clear visuals of your ideas and it looks nice too!

Why it's great for eLearning: eLearning projects usually need input from a huge range of stakeholders. The many levels of project management that Trello offers – including cards, lists, and boards – makes it painless to coordinate inputs and monitor the status of different tasks. Color-coding projects simplifies organization of ongoing work. Relevant team members can be added to cards so that only those involved in a particular part of a project receive notifications. As soon as something is updated, everyone included on a card will receive an email update. All of these features make it straightforward to contribute to and oversee eLearning projects that can involve everyone from training

managers to instructional designers and subject-matter experts.

Tool #2: Google Drive

What it does: Google Drive is a leading cloud storage platform. With teams working in diverse locations across the world, Google Drive provides a safe and central location where all team members can access the files they need at any time.

Why it's great for eLearning: Many eLearning teams have members that work remotely or travel frequently. Google Drive ensures that team members have instant access to the most recent version of a file, avoiding the delay and potential confusion of email chains. Because files aren't located on individual desktops, you can be confident you're using the most recent version. We find Google Drive is a great location for storing the brochures, educational documents, logos and branding

materials that team members can access without needing to reach out to colleagues in different timezones.

Tool #3: If This Then That

What it does: IFTTT coordinates connections between apps, like Gmail, Facebook, Instagram, and Reddit. If something important happens in one app – your company name is tweeted, for example – it triggers a related action called ‘recipes’ – like the tweet to be emailed to you.

Why it’s great for eLearning: There are countless ways that eLearning professionals can use recipes in their work. In winter, instructors could create weather recipes to notify learners via social media that a class has been canceled or postponed. You can keep learners, or your team, up-to-date about relevant real-

world events. You can create a recipe that sends an email if a specific hashtag – maybe about a conference or an important company – is tweeted. IFTTT can also help you to boost your networking efforts by automatically sending a thank you tweet to new followers. And you can give learners more ways to consume course content by automatically converting files to Kindle format. IFTTT also makes it possible to keep track of what learners are reading. Learners can create a recipe that adds every eLearning article they read in [Pocket](#) to a Google Drive spreadsheet.

Tool #4: Momentum

What it does: Momentum is a to-do list extension for Google Chrome. It's main strength is that it's so easy to use. To access your personalized to-do list, just open a new tab!

Why it's great for eLearning: Every eLearning professional needs an online to-do list. Beauty and ease of use makes Momentum our favorite. Instead of hunting out a bookmark, simply pop open a new tab – one of the simplest actions we take every day. That simplicity ensures it's all the more likely you'll add and track tasks, putting your to-do list to the best use. Momentum's backdrops are also gorgeous.

Tool #5: Google Calendar

What it does: Stay on top of team meetings and keep up to date with customers and partners. With lots of great features, like the ability to add notes, send text notifications and schedule recurring reminders, Google Calendar makes sure you're always on time.

Why it's great for eLearning: From classes to client briefings, eLearning professionals must have their day fully organized. A big benefit of Google Calendar is it's

widely used, so you won't need to worry about compatibility across devices and organizations. Recurring events are also great for eLearning, where training sessions can be scheduled weekly or semi-annually.

Content creation

Tool #6: Camtasia

What it does: Camtasia is a screen recording and editing software suite that enables you to capture what's happening on your computer. During the editing process, you can add links to the video that make any onscreen element clickable.

Why it's great for eLearning: Instructors find it useful for recording videos that learners can watch at their convenience. Instructional designers can use it to train new team members on how to use tools like Adobe Captivate or Articulate Storyline. Camtasia's animations and quizzes also help to make video course content highly engaging.

Tool #7: Storify

What it does: Storify is a content curation tool that provides a visual way to tell stories gathered from social media sources like Twitter, Facebook, Flickr, YouTube, Google, and RSS feeds.

Why it's great for eLearning: eLearning professionals are extremely active on social media, with new stories published all the time. Storify helps you to turn that content into a repository. It's especially good at capturing discussions as they unfold at conferences. By arranging content from your chosen sources on a storyboard, you can show learners exactly how events happened. Add your personal twist to stories with titles, commentaries and summaries styled as you choose.

Tool #8: YouTube

What it does: The video hosting website Youtube isn't just for watching silly videos, you can upload educational videos or create playlists to curate content on different topics.

Why it's great for eLearning: Video content continues to be a big trend in eLearning. Advocates claim that including video content makes eLearning courses more interactive and fun. YouTube allows instructors to add videos that learners can access when they need them. There are also millions of existing videos on YouTube that can be used to create playlists for a relevant topic. Videos uploaded to YouTube can be easily embedded into most eLearning course content.

Tool #9: Microsoft Office Suite

What it does: No list of eLearning tools would be complete without Microsoft Office, the popular package of productivity software programs. PowerPoint, Word, and Excel are used in organizations across the world to create documents and presentations and manage reporting processes.

Why it's great for eLearning: The Microsoft Office Suite has lots of major applications in eLearning. PowerPoint and Word form the basis of many training programs. And learning management systems like LearnUpon can export training reports to Excel and email them to your team automatically. The ability to integrate easily with many learning platforms makes it an essential tool in your eLearning arsenal.

Tool #10: Google Docs

What it does: Many eLearning professionals use Google Docs as an alternative to Microsoft Office. The main advantage is that the suite of eLearning tools is free. As spreadsheets, presentations and slides are created and stored online, it's really great for collaborating across teams and organizations.

Why it's great for eLearning: Google Docs is most useful for allowing multiple team members to collaborate on the creation and editing of shared documents. With all files stored in the cloud, team members can give feedback and make edits in real-time. And it's straightforward to locate the most recent draft without starting an email chain or hunting through local folders.

Authoring

Tool #11: Elucidat

What it does: There are more than a few eLearning authoring tools on the market, but Elucidat is particularly strong at creating responsive online and mobile course content that's compatible with HTML5. Elucidat's cloud technology is also great for helping remote eLearning teams to collaborate.

Why it's great for eLearning: Elucidat makes it easy for course developers and instructional designers to create online learning content that loads quickly and runs on a huge range of browsers and devices. As well as being cloud-based, Elucidat's built-in review and commenting features are useful for communicating feedback and edits between multiple team members.

Tool #12: Adobe Captivate

What it does: As a rapid eLearning authoring tool, the main benefits of Adobe Captivate 9 are responsive design at an affordable monthly fee. Adobe Captivate's library of over 25,000 templates and assets are also popular with course developers and instructional designers.

Why it's great for eLearning: Many eLearning authoring tools specialize in importing content and then adding interactions. Captivate offers a different environment, in which developers and designers work through projects from storyboarding to exporting a completely responsive course. Master courses created in Captivate can adapt to fit the screen size and resolution of a wide range of devices. And the many games, layouts, interactions and cutouts included in the library can speed up the creation of highly engaging course content.

Tool #13: Articulate

What it does: Articulate is another eLearning authoring tool that makes course creation simple. They have lots of course assets, great collaborative tools and it can be optimized effortlessly for any device.

Why it's great for eLearning: Articulate's compatibility with video, mobile and Powerpoint means that it covers many major eLearning trends. The narrations and rich media you can use to enhance PowerPoint presentations will play on most devices, which is a crucial factor in today's mobile learning environments.

Design

Design

Tool #14: Material Design

What it does: Material Palette, Icons and Colors enables you to pick colors that pair together perfectly and see how they'll look in your slides. You can also access hundreds of icons that can be easily downloaded and added to your content.

Why it's great for eLearning: With Material Design you can have a cohesive and visually pleasing color palette in your slides, while the icons can help you illustrate the message you're trying to convey.

Tool #15: Photoshop & Illustrator

What it does: Two must-have tools for any designer worth their salt, Adobe Photoshop and Illustrator can

help you design captivating imagery.

Why it's great for eLearning: With access to invaluable course content assets including templates, image tools, and stock, you can add striking visuals to your eLearning courses that explain and animate your content perfectly.

Tool #16: Tableau

What it does: Tableau Public is an eLearning tool that's used to create clear and beautiful data visualizations.

Why it's great for eLearning: For reporting, you can run training data through Tableau to create visual presentations to share with team members and managers. Or you can use it to create infographics and other kinds of data rich stories to engage learners. If your audiences are visual, the kinds of images created with Tableau should make it easier for them to interpret and absorb the numeric data many audiences struggle with.

Tool #17: Pexels

What it does: Pexels is a site that has thousands of amazing free stock images available for you to download.

Why it's great for eLearning: With all of the images available, you can add numerous Pexel photos to your course to add depth to your content.

Tool #18: Coggle

What it does: Coggle enables you to create straightforward diagrams that simplify complex ideas. You can build diagrams on your own or make them in a collaborative space with you and your team.

Why it's great for eLearning: Coggle can be invaluable

to eLearning content as you can create diagrams that clarify difficult to explain or complex content. It enables learners to get a clear picture of the message you're trying to communicate.

Tool #18: Faster Course

What it does: Faster Learning is a site with loads of templates developed specifically for eLearning.

Why it's great for eLearning: You can quickly boost the aesthetic of your eLearning courses with these dynamic templates. Simple to use and fully customizable, it's a great way to ensure your content looks it's best.

Tool #19: TinyPNG

What it does: Resizing images can often lead to the quality being impacted. TinyPNG allows you to reduce the size of your PNG files without having to compromise on crystal clear quality.

Why it's great for eLearning: When creating eLearning courses, you often have to use the same image in different ways and in different types of documents. With this tool you can retain image quality and make sure your learners are getting top notch images.

Tool #20: Canva

What it does: If you're a design newbie or looking for a quick way to make an infographic, header or slide then Canva is the perfect tool for you. It's fuss-free, smooth

to use and excellent for your speedy design needs.

Why it's great for eLearning: Canva has lots of templates for a wide variety of content types that can be customized and added to your eLearning content fast! It enables you to make your course material more visual for learners with minimal effort.

Tool #21: InVision

What it does: Plan and collaborate on your design ideas with InVision. This design prototyping tool enables you to create content templates and easily share them with others so you can preview what your designs will look like.

Why it's great for eLearning: InVision has numerous benefits for course builders. First, you can review, tweak, test and optimize content before it goes live. Within the app, you can get direct feedback from

people, therefore skipping annoying back and forth emails. You can also see what your work will look like on mobile, making it a great platform for multiplatform eLearning.

Tool #22: Gimp.org

What it does: Similar to Photoshop, GIMP (GNU Image Manipulation Program) is an open source design tool. Edit, retouch and enhance images with this fast and straightforward downloadable tool.

Why it's great for eLearning: It's perfect for course builders who need to edit images, but don't have access to Photoshop. You can create engaging images with this tool and it has a strong online following so beginners can easily find answers to any questions they might have about the tool.

Tool #23: MyFonts

What it does: Looking for a cool font? MyFonts offers thousands of fonts to download free or for a fee. You can search by best sellers, new fonts and even submit an image of a font you've seen in use and it will find a similar font from its database for you.

Why it's great for eLearning: With MyFonts, you are able to create a cohesive and individual look for your eLearning content that also fits your organization's brand.

Tool #24: eLearning Brothers

What it does: Creating unique templates from scratch can be time-consuming. Get it done faster by using eLearning Brothers templates. They've got lots on offer

so you're sure to find something that meets your eLearning needs.

Why it's great for eLearning: Built with content creators in mind, these templates are customizable and will allow you to get great looking courses ready for your learners fast!

Tool #25: Makerbook

What it does: Makerbook is a directory of handpicked resources for creatives. With lots of tools suggested, each divided into easy to navigate lists, this site will definitely help you find a variety of design tools.

Why it's great for eLearning: If this comprehensive list doesn't have the tool you need for your course design, Makerbook is sure to have a suggestion!

Writing

Tool #26: Grammarly

What it does: At its core Grammarly is your own personal grammar police. It's a tool that ensures you have tiptop grammar by pointing out if you've used 'Your' instead of 'You're' or forgotten a dreaded Oxford comma!

Why it's great for eLearning: Having correct grammar in your eLearning course ensures that your learner is clear about what you'd like them to achieve. It also helps you avoid looking sloppy and having your courses undermined!

Tool #27: Hemingway

What it does: Hemingway editor is a writing tool that

simply makes your writing bold and clear so it's easier to digest. It gives you a readability grade and suggests ways you can refine what you've written.

Why it's great for eLearning: When writing course content, it's vital that your words are as clear as possible. You don't want your learners confused about what to do! This tool can help you be as direct with your text content as possible.

Tool #28: Unsuck-it

What it does: Is your eLearning content filled with lots of technical jargon? Simplify it with Unsuck-it. Search or browse for the jargon you're trying to decode and it will offer you a clearer way to phrase it.

Why it's great for eLearning: Great for anyone creating courses for industries with many inside buzzwords or lingo, it can help you deconstruct terms so everyone understands what you're talking about.

Research

Tool #29: Reddit

What it does: The busiest forum on the web, Reddit is often referred to as the front page of the internet. A huge volume of information is posted there daily about a wide range of topics.

Why it's great for eLearning: There are multiple eLearning-related subreddits where professionals from across the industry share and discuss links. These include [r/Training](#), [r/Instructionaldesign](#), and [r/elearning](#). Visiting these subreddits will help you to keep up with industry news, share valuable content, and ask questions of industry experts. You just need to create an account to subscribe to subreddits. New posts will then appear on your homepage whenever you log in.

Tool #30: Quora

What it does: Quora allows users to ask questions that are answered by a wide-ranging community of over 1.5 million monthly visitors. Submitted answers are up and down-voted, making it easy to understand the community's consensus.

Why it's great for eLearning: Quora can be used in three main ways for eLearning. The most obvious is for research. By following relevant topics, like Training or Learning Management Systems, you'll receive email updates about new questions. If you need advice on a topic, ask the community to submit their best answer. And finally, Quora can be used for networking. If you have expertise on a topic, submitting answers will help to build your reputation among knowledgeable peers.

Tool #31: Scoop.it

What it does: Scoop.it is a tool used by professionals and companies to find, curate and share content.

Why it's great for eLearning: With so much eLearning content on the internet, it can be overwhelming. Scoop.it is useful for searching, curating and sharing the most relevant content with learners and colleagues. The latest news on your chosen eLearning keywords will be delivered to you to re-share with your network.

Tool #32: Feedly

What it does: Feedly is a free tool that helps you to source and collect content from your favorite websites, blogs, RSS feeds, and YouTube channels. Your Feedly

stream provides a single location where you can read and store news on whatever topics you choose.

Why it's great for eLearning: Once you add topics or publications to Feedly's RSS feed, you'll get a list of news that's updated every few hours. Feedly's clear and attractive layout makes it easy to flick through everything while quickly picking out the content of most interest to you.

Communication

Tool #33: Slack

What it does: Slack has become something of a phenomenon in the workplace. Viewed as an alternative to long email threads, Slack delivers real-time messaging across teams and devices.

Why it's great for eLearning: Slack is great for correlating inputs and communications between diverse eLearning project teams. As well as listing all of the individuals you're connected to, Slack makes it effortless to group teams around the channels you need. You can also use Slack to share files and make free VoIP calls.

Tool #34: Tiny Letter

What it does: TinyLetter enables anyone to create a personal newsletter. Created by the team behind MailChimp, it's a free way to share content by email.

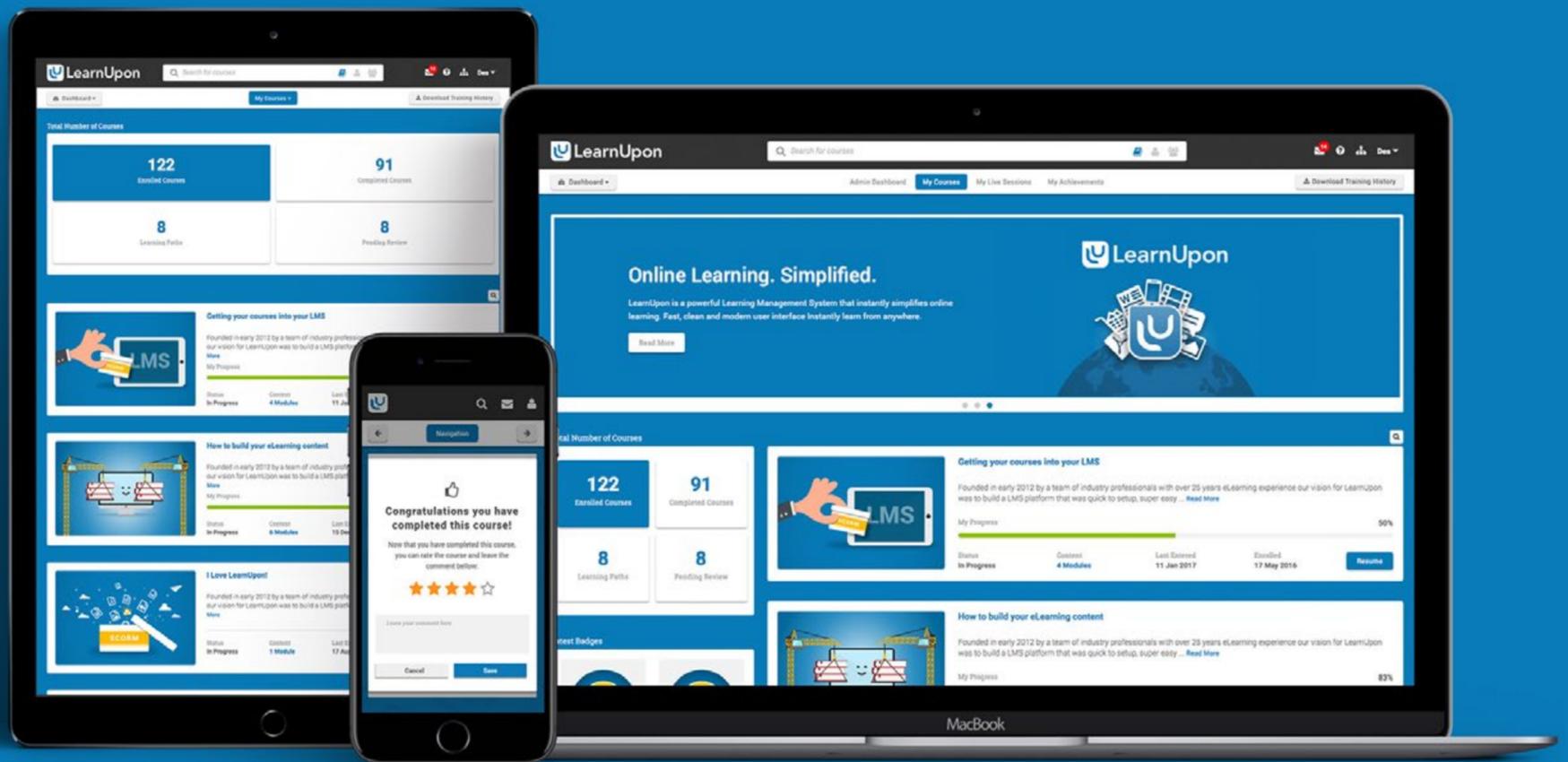
Why it's great for eLearning: TinyLetter is ideal if you don't need a professional email service but would like to share updates with learners or networks. Simply create a signup form and share it with your community to begin. You can embed a form on your website or ask Twitter followers to subscribe. As well as sharing what you're reading, watching and listening to, you can use emails to update learners on courses and projects or share new work you've created.

Tool #35: Paper.li

What it does: Paper.li is one of the easiest ways to curate content by email. The app gathers articles, videos, and photos from Twitter, Google+ and RSS feeds on the keywords you choose to create a newspaper-like publication to share with your community.

Why it's great for eLearning: Paper.li is useful for networking and building thought leadership. When your newspaper is shared on Twitter, the accounts whose content you collected will receive a mention. You can also share your personalized newspaper on Facebook and LinkedIn, or email it to your contacts.

Learning Management System



Tool #36: LearnUpon

What it does: LearnUpon is a powerful learning management system designed to help you easily manage your organization's eLearning. Built for businesses of all sizes to train their employees, partners and customers, our LMS is designed to be quick to set-up, deliberately simple to use, and infinitely scalable. You can achieve eLearning success by engaging your audience on any device, at any time. With impressive features including gamification, reporting, ILT's, exams and certifications, and 24/7 customer support, LearnUpon makes online learning simple.

Why it's great for eLearning: Learnupon has a robust list of features that meet your LMS needs and enable you to:

1. Easily build and update your courses: You can use popular eLearning standards like SCORM and xApi or

build courses yourself in LearnUpon. And you need minimal technical expertise!

2. Delegate tasks: Get managers and instructors to do tasks and save time.

3. Manage multiple audiences with the multi-portal functionality.

4. Motivate your learners with gamification elements including points, badges, and leaderboards.

5. Schedule and track live training across multiple locations.

6. Administer, manage and learn from any device, anytime, anywhere.

7. Create insightful reports to track learners progress, exam performance, training history and more!

