

A LEARNING PROFESSIONAL'S *quick guide* TO FLASH CONVERSION

The rumors are finally true – Flash will reach its end-of-life on Dec. 31, 2020. As a result, many learning departments will need to create a Flash conversion plan to ensure their e-learning courses are functional in 2021. We created an interactive checklist to guide your conversion planning – use this sheet to jumpstart your thinking and chart a course forward!

YOUR FLASH CONVERSION *checklist*

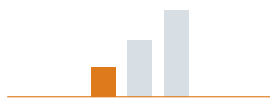
Identify all learning courses that use Flash.

→ **Pro Tip:** Courses developed before 2016 are most likely affected. Not sure if your post-2016 courses use Flash? Look for the “permission to run Flash” prompt when you open the course, or right-click anywhere in the course to check for a Flash menu.

Create a list of courses for conversion.

→ Is some of your course content out-of-date or irrelevant? Now is a great time to declutter! Leave those courses off your list.

For each course on your list, take an inventory of the content and select the level of conversion needed:



1:1 Conversion

Keep your content the same and update the format only. Rebuild page-for-page or, if you're lucky, locate older source files and update them without rebuilding.



Convert and Update

Finding a lot of text or images that are out of date? Start your rebuild efforts and add an update cycle into your development plan.



Rewrite and Redesign

When one update cycle isn't enough, you may want to toss it all and start over. Keep the old content as a reference point and redesign something more modern.

Choose your development tool.

→ **Pro Tip:** Consider choosing a tool that's familiar, easy to use, and easily outputs to HTML5.

Begin the rebuild process.

→ If you only have a few courses to update, you're all set! Follow this process for each course.

→ Have more than a few courses to update? Consider designing a factory. This method includes creating step-by-step workflows and production lines to streamline the conversion process. For more details on designing an e-learning production model, see our article **Building an Agile Toolkit for eLearning Development**.

LET'S *get started!*

For more context on Flash updates, see our article **Flash Conversion Guide for Learning Developers**.

Want more guidance as you build your plan? We'd love to connect. Reach out to hello@tier1performance.com.