As a part of the digitization project, it is important we produce the tutorials which are holistic and follow a standard uniform template. This doesn’t rule out the possibility of being creative and flexible. This template is designed to help further coordination and create raw data (collection of tutorials) which can be uploaded to the platform easily.

*General Instructions –*

* A tutorial as we know is the way students can engage in the content digitally and learn the concepts, software and different methods. Thus, it is important that the tutorials are clear, concise and reach the desired objective.
* After collecting inputs from various sources and brainstorms, there are some general recommendations which might be useful for you while making the tutorials –
  + Try to make a tutorial with clear learning path.
  + Make yourself clear and stick to the point.
  + Keep tutorial length to the max range of 15 mins. (Usual attention span for informative video is usually shorter than movie videos).
  + Try to make tutorial engaging with questions, assignments and trivia.
  + For a software instruction tutorial, it is advised usually to mention some explicit pauses where student can pause the screen and try the manual steps themselves.

*Conventions for Export –*

The entire tutorial package consists of a **.zip file** containing the following folders for each tutorial –

* **01\_Text** – This folder consists of one file –
  + *Tutorial-name\_Script\_00.docx* – This file lists down the contents of the tutorials in a standard format. You can use the standard template to create new script for a tutorial.
* **02\_Media** – This folder contains all the media files (like: images, video, transcripts)
  + *Tutorial-name\_Image\_01.png/jpg* – this are the images that appear in the script on the page in the written out tutorial explanation.
  + *Tutorial-name\_Video\_01.mp4* – exported in the below format details –
    - File format - .mp4
    - Resolution – 720p or greater
    - Video Length – 15 mins max ideally
  + *Tutorial-name\_Video*Transcript\_01.docx – This file is mostly generated automatically as text output from the video allowing the users/students to jump to the part they are interested in reading. Optionally, you can create a transcript file before starting the recording.
* **02\_Downloads** – This folder contains the supporting files which are used in the tutorials or should be attached to provide better understanding.
  + *Tutorial-name\_[downloadtype]*\_01. file\_extension
    - Presentations
    - Assignment / Tutorial File
    - Code Files
    - Datasets
* Naming of the Files inside the folder –
  + TutorialName\_FileType\_Number.file\_extension
  + 01\_Text - example:
    - SunHourOptimization\_Script\_00.docx
  + 02\_Media - example:
    - SunHourOptimization\_Image\_01.png
    - SunHourOptimization\_Image\_02.jpg
    - SunHourOptimization\_Video\_01.mp4
    - SunHourOptimization\_Video\_02.mp4
    - SunHourOptimization\_VideoTranscript\_01.docx
  + 03\_Downloads - example:
    - SunHoursOptimization\_Presentation\_01.pptx
    - SunHoursOptimization\_GHscript\_01.gh