

eLearning Storyboard Template

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A storyboard is the blueprint for your eLearning project: the text, visuals, narration, and programming notes for every screen, written down before you build. This template gives you the structure. Copy the tables into Google Docs, Word, or wherever your team works, fill them in, and delete whatever your project does not need.

Project cover sheet

Start every storyboard with one block that keeps the whole team pointed at the same goal.

Field	Fill in
Project title	
Business goal	What measurable result should this training move?
Audience	Who they are, where they take the training, on what device
Key actions	What learners must do differently after the training
Modality and length	eLearning, video, ILT; target duration
Stakeholders	Who reviews, who approves
Version and date	Bump on every review round

If you cannot fill in the business goal and key actions, stop storyboarding and go back to analysis. Everything downstream depends on those two rows.

The scene table

This is the core of the template. One row per screen. Keep the format identical on every row so reviewers and developers always know where to look.

Screen	On-screen text	Narration	Interactions	Notes
1.1	Title			
1.2				
1.3				
2.1				

What goes in each column:

- **Screen.** A number and a short title, like "2.3 Choice: angry customer". Number by scene, then slide, so you can insert screens later without renumbering everything.
- **On-screen text.** The exact text the learner sees. Mirror the final formatting: if text appears in stages, write it in stages and mark each stage.
- **Narration.** The voiceover transcript, plus the audio file name (like "VO-2-3.mp3") so recording and development stay in sync. Leave blank for text-only screens.
- **Interactions.** What the learner does and what happens next. Plain language is fine: "Jump to 2.4 when the learner selects Choice A. After the third incorrect attempt, jump to Failure Screen 2." The developer handles the technical details.
- **Notes.** Visual direction, animation timing, image descriptions ("two people meeting over coffee"), and anything a reviewer or developer would otherwise have to ask about.

Example row, filled in

Screen	On-screen text	Narration	Interactions	Notes
2.3 Choice: angry customer	"The customer raises their voice. What do you do?" Choices: A) Interrupt to explain the policy. B) Let them finish, then restate the problem. C) Transfer to a manager.	"Here's the moment most reps get wrong. Listen first, and see what happens." (VO-2-3.mp3)	Selecting B jumps to 2.4 (success path). A or C jump to 2.5 (consequence), then return here for a second attempt.	Character sprite: frustrated state. Dim background 20% during choices. Correct answer styled green on feedback layer.

Adapting the template by project type

Standard eLearning course. Use every column. If the course is voiceover-led, write narration first and keep on-screen text to key phrases rather than a transcript on the slide.

Animation-heavy or video projects. Drop the interactions column and pair narration with a visuals column instead. Put cue markers in brackets inside the narration ("...which cuts onboarding time in half [chart-2 appears]") so the editor knows exactly when each element lands.

Scenario-based projects. Keep it lightweight: prompt, choices, feedback, and where each choice leads. Agree with the client up front that prompts flow through a continue button, and the storyboard only needs to nail the script and questions.

Five habits that make storyboards work

1. Keep the format consistent from screen to screen. Reviewers stop reading storyboards that keep changing shape.
2. Write on-screen text exactly as it should ship. "Something about safety here" always comes back to bite you in review.
3. Name your files logically (VO-2-3.mp3, img-2-3-warehouse.jpg) and reference those names in the storyboard.
4. Get sign-off in stages: script first, then full storyboard, then development. Changes cost ten times more after you build.
5. After each project, strip the content out of the finished storyboard and save it as a template. Your next similar project starts half done.

Have any questions? Email me at devlin@devlinpeck.com