Online Learning Checklist

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GET READY

☐ You have defined your focus audience.

☐ You have defined what actions you want them to be able to take.

☐ You have set an appropriate length of time for the content and the limits of being online.

☐ You have considered how this online learning event fits into your larger learning strategy.

CONTENT

☐ You consider a narrative that most people can relate to. It may be verbal or visual.

☐ You have chunked out the content in a way meaningful to learners.

☐ You have edited down the content to just what they need to know.

☐ You provide learning outcomes that are accurate. Go back after you finish creating the online course to check that you achieve them.

DELIVERY

☐ You conduct yourself as if you were delivering the workshop in-person.

☐ You invite engagement at least every 10 minutes.

☐ That engagement includes ways to give feedback and check for understanding.

☐ You provide authentic ways to practice what you are teaching.

☐ You use powerpoint to <u>support</u> what is said, not capture all that is said.

☐ You use images to reinforce words.

☐ You plan for the two roles ("hats" if same person) in teaching: facilitator of learning and subject matter expert.

TECHNOLOGY

☐ You choose a technology that has as few barriers as possible.

☐ You do a trial run to ensure the technology will work.

☐ You have a producer ready to support the technology and be your "eyes and ears" through the presentation.

☐ You use the engagement tools available to you (chat, Q&A, polling, whiteboard…).

☐ You are prepared to capture the "chat" function and share back the ideas shared there.

COMMUNICATIONS

☐ Your description is accurate to what people will be able to do.

☐ You define your focus audience in your marketing. ("This is designed for…")

☐ You get people ready to learn through pre-learning communications.

☐ You provide key materials in advance, such as the powerpoint in note form or any handouts or note-taking tools.

☐ You space practice out over time. Often this is through post-event boosting emails.