Checklist
for an online course designer

Clear instructions
Make sure your course has clear instructions for completing the course and where the participant can ask for advice or help

Collaborative activities
Activities are more important than content. Think how community spirit will come out in your course.

Human security
Leave no man behind!
Clear instructions and access to help and support create a sense of security.

Scheduling and phasing
Create a structure for your course to help the participant see his/her progression. You can for example have phases in assignments so that the next one opens only when the previous one is completed.

Accessibility
Be sure that all your materials are accessible. Use accessible document templates. Have subtitles in your videos and podcasts. Add alt texts to your images.

Respect the author
Take care of copyrights. Always mark the author and source information, yours as well.

Viewer-friendly recording
With a manuscript and preplanning, you make sure that the learning goals will be reached. A technically well produced recording supports accessibility. Practise makes a master.