

Course Design Checklist

Purpose

This **Course Design Checklist** ensures that all essential elements are covered when developing a course. It will guide you through initial planning to final delivery.

Planning and Analysis

Identify Learning Needs

- **Select ▾** Conduct a needs assessment
- **Select ▾** Define target audience
- **Select ▾** Determine learning objectives

Define Course Scope and Goals

- **Select ▾** Outline course goals
- **Select ▾** Establish course boundaries

Develop a Project Plan

- **Select ▾** Create a timeline
- **Select ▾** Allocate resources
- **Select ▾** Assign roles and responsibilities

Research and Gather Content

- **Select ▾** Identify and gather existing content
- **Select ▾** Conduct additional research if needed

Course Design

Write Learning Objectives

- **Select** ▾ Ensure objectives are Specific, Measurable, Achievable, Relevant, and Time-bound (SMART)
- **Select** ▾ Align objectives with course goals

Design Course Structure

- **Select** ▾ Break content into modules or units
- **Select** ▾ Define sequence and flow

Create Content Outline

- **Select** ▾ Develop a detailed outline for each module/unit
- **Select** ▾ Ensure logical progression and coherence

Design Interactive Elements

- **Select** ▾ Plan for quizzes, discussions, and activities
- **Select** ▾ Incorporate interactive media as needed

Content Development

Develop Course Materials

- **Select** ▾ Write scripts and content
- **Select** ▾ Create or source multimedia (videos, images, audio)
- **Select** ▾ Develop assessments (quizzes, tests, assignments)

Design Visuals and Layout

- **Select** ▾ Create or select design templates
- **Select** ▾ Ensure visual consistency and accessibility

Develop Assessments

- **Select** ▾ Create formative and summative assessments
- **Select** ▾ Ensure assessments align with learning objectives
- **Select** ▾ Plan for feedback and remediation

Technology and Tools

Select eLearning Platform

- **Select ▾** Choose a Learning Management System (LMS) or other delivery methods
- **Select ▾** Ensure platform compatibility with course materials

Test Technology

- **Select ▾** Check the functionality of multimedia and interactive elements
- **Select ▾** Test on different devices and browsers

Ensure Accessibility

- **Select ▾** Implement accessibility features (e.g., alt text, captions)
- **Select ▾** Verify compliance with accessibility standards (e.g., WCAG)

Review and Testing

Conduct Internal Review

- **Select** ▾ Review content for accuracy and completeness
- **Select** ▾ Check for alignment with learning objectives

Pilot Test

- **Select** ▾ Conduct a pilot with a small group of users
- **Select** ▾ Gather feedback and make necessary adjustments

Finalize Course Materials

- **Select** ▾ Incorporate feedback from pilot testing
- **Select** ▾ Make final revisions

Implementation and Delivery

Prepare for Launch

- **Select ▾** Upload content to the eLearning platform
- **Select ▾** Set up a course in the LMS (if applicable)

Communicate with Learners

- **Select ▾** Send welcome messages and instructions
- **Select ▾** Provide access to information and support resources

Monitor and Support

- **Select ▾** Track learner progress and engagement
- **Select ▾** Provide support and address any issues

Evaluation and Improvement

Collect Feedback

- **Select ▾** Gather feedback from learners and stakeholders
- **Select ▾** Analyze assessment results

Evaluate Course Effectiveness

- **Select ▾** Assess whether learning objectives were met
- **Select ▾** Review overall course success

Revise and Update

- **Select** ▾ Make improvements based on feedback and evaluation
- **Select** ▾ Update course content and materials as needed

Documentation and Reporting

- **Document Design and Development Process**
 - **Select** ▾ Record key decisions and changes
 - **Select** ▾ Maintain version history
- **Prepare Reports**
 - **Select** ▾ Generate reports on learner progress and course effectiveness
 - **Select** ▾ Share results with stakeholders