

The Complete eLearning Training Program Checklist!

Are you looking for a comprehensive eLearning checklist for your next eLearning course design project?

Use this as a guide, not a manual. TrainingFolks can provide additional support to ensure your next eLearning project is a success.

This is a checklist that every learning professional should have on hand. There are a lot of steps involved in the eLearning course design process, and a checklist is great way to keep organized.

Create. Implement and design successful, effective, practical, and informative eLearning courses in professional settings.

Need help? As an award-winning training company, we understand that the key to successful eLearning development is tailoring solutions to the specific needs of learners. Contact us today to learn how our rapid eLearning development collaboration process ensures performance based eLearning solution for your unique business challenges.

eLearning Course Objectives



- Have all eLearning course audiences been analyzed and examined?
- Have you determined the eLearning needs, budget, and time constraints?
- Will the eLearning course objectives be clear and do they include criteria for evaluation?
- Are the eLearning requirements consistent with overall objectives?
- Have you completed a task analysis?
- Does the structure meet instructional goals?

- Did you define your audience to ensure proper course objective alignment?
- Have the training objectives been created ahead time to provide structure?
- Has a storyboard been created to visualize your course?
- Have you determined a multimedia source for eLearning visuals?
- Has your team decided on an LMS software to track results?
- Do the eLearning course objectives tie into real-world business scenarios?



eLearning

Course

Assessments

- Has the content been edited for grammar and spelling?
- Is the content in line with core curriculum and is it current?
- Does the content achieve the desired learning objectives?
- Is the content properly quoted and credited where needed?
- Is there consistency with your tone?
- Is the content in a conversational tone or is it too formal?

- Is there consistency with all the content? i.e. dates are listed in the same manner?**
- Is the content available in all local languages?**
- Does the content read to the target audience?**
- Is the capitalization and punctuation used correctly throughout?**
- Is the content written from the learner's perspective?**
- Did you survey your core eLearning course audience to determine prior knowledge?**

eLearning Course Graphics



- Is the body text in the same font, and decorative text only used in the headers?
- Is there consistent line spacing and paragraph length?
- Is there a maximum of four fonts used throughout the course?
- Are all of the images relevant? Are they compressed to a smaller file size?
- Is the capitalization and punctuation used correctly throughout?
- Did you include contrasting colors, shapes and images?

- Are all of the multimedia elements consistent (size and quality)?
- Is the audio synced properly to the video/visual presentations?
- Is narration easy to understand and verbally clear?
- Can audio and video be paused and controlled by the user?
- Are screen captures current and clear of personal information?
- Did you avoid using too much text to avoid overloading your learners with information?

Course Navigation and Accessibility

- Is the eLearning course user friendly and easy to navigate?
- Do all the hyperlinks work properly?
- Are the modules displayed in correct order?
- Are backwards links included so learners can return to previous pages?
- Are your navigational icons recognizable and relevant?
- Is there a table of contents?

- Can the learner navigate through the course with just a keyboard and mouse?
- Did you define your navigation icons at the beginning?
- Are ALT tags used when available?
- Are all of the fields clickable and easy to use?
- For images that are not text-based, have you included text?
- Have captions been included on all audio and video that involve primary content?

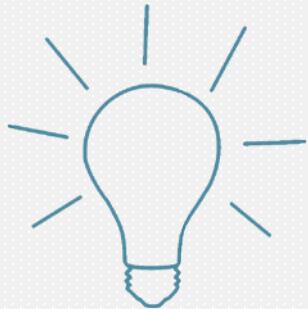
eLearning Course Technical



- Does the eLearning course load relatively quickly?
- Have you created an FAQ page with hyperlinks?
- Can you view the eLearning course in all of the major web browsers?
- Have you determined the hardware and software requirements?
- Can the learner print off the course material easily?
- Have the dimensions been optimized?

Overall Course Design

- Is there a syllabus at the beginning of the course?
- Have you included branding elements and uniformity?
- Is the design clear and consistent, with appropriate directions?
- Have you used images, shapes, or colors to communicate the message?
- Is audio and on-screen text in sync?
- Can instructors easily edit or change the content within the course?



**Do you require a solution that
addresses your unique eLearning
development needs?**

TrainingFolks will leverage your subject matter experts and our adult learning and instructional design expertise to develop highly engaging custom eLearning solutions.

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