

# *Checklist for Delivering Online Learning*

## *V1.0*



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## 1.0 General checklist when planning to deliver online learning

<p><b>Participant Requirements</b></p> <ul style="list-style-type: none"> <li>• Email participants with invite to attend a technical check. On the email advise the following will be required for the session:             <ul style="list-style-type: none"> <li>○ PC/laptop</li> <li>○ Webcam &amp; Audio functionality</li> <li>○ If using headphones, the headphones will need a speaker in them</li> <li>○ Internet access</li> </ul> </li> </ul>	
<p><b>Tech Check</b></p> <ul style="list-style-type: none"> <li>• Complete a tech check with all participants/learners 3-5 days in advance. This will allow enough time for any issues to be resolved prior to the event.</li> <li>• Things to check include:             <ul style="list-style-type: none"> <li>○ Can everybody hear and see you?</li> <li>○ Can you see and hear everybody?</li> <li>○ Quick tour of platform being used i.e. where chat is and where they can find any self-managed learning required to be completed prior to the event.</li> </ul> </li> </ul>	
<p><b>Guest Access</b></p> <ul style="list-style-type: none"> <li>• Ensure guest access is allowing fully accessibility for participant if applicable, i.e. that learners logging in as guest can use video/chat/Q&amp;A etc.</li> </ul>	
<p><b>Create a detailed Design Plan/Session Plan Outline</b></p> <ul style="list-style-type: none"> <li>• Detail exactly how the day should run, what needs to be covered and how you are going to cover it. It is important to include timings especially when it comes to self-managed learning and group discussions/activities.</li> </ul>	
<p><b>Course Activities &amp; Recordings</b></p> <ul style="list-style-type: none"> <li>• Create all recordings, polls &amp; Q&amp;A's in advance, test with practice participant in advance.</li> </ul>	
<p><b>Co-Host</b></p> <ul style="list-style-type: none"> <li>• Book a co-host to help you on the day, they can monitor chat, lead a breakout room, manage transitions and assist with any unforeseen issues.</li> </ul>	
<p><b>Location</b></p> <ul style="list-style-type: none"> <li>• Locate a place free of interruptions where you will be able to deliver your training. Check that this place has a reliable internet connection. You can check your internet speed by logging on to.</li> </ul>	
<p><b>Inform Participants</b></p> <ul style="list-style-type: none"> <li>• Prepare an outline of how the day will run and share this with participants in advance. This allows for no surprises around resources needed or pre-learning required.</li> </ul>	
<p><b>Pilot</b></p> <ul style="list-style-type: none"> <li>• Run a low stakes / pilot VC session – practice, practice, practice.</li> <li>• Practice using the technology, it is important that you feel in control on the day.</li> </ul>	

## 2.0 24 Hours in advance checklist

<p><b>Course Material</b></p> <ul style="list-style-type: none"> <li>• Ensure all items you want to share are either uploaded or ready to share from your desktop.</li> </ul>	
<p><b>Welcome Message</b></p> <ul style="list-style-type: none"> <li>• Write a welcome message in the chat area for participants. This will help settle any nerves around being in the right place on the day.</li> </ul>	
<p><b>Participants</b></p> <ul style="list-style-type: none"> <li>• Ensure that all participants have accepted the invite to attend and fixed any technical issues.</li> </ul>	
<p><b>Activities</b></p> <ul style="list-style-type: none"> <li>• If you have been practicing on polls/Q&amp;A/whiteboard, make sure all your answers have been cleared.</li> </ul>	
<p><b>Evaluation</b></p> <ul style="list-style-type: none"> <li>• Ensure you have the course evaluation set up and ready to go.</li> </ul>	
<p><b>Internet</b></p> <ul style="list-style-type: none"> <li>• Check for any last-minute planned internet outages in your area.</li> </ul>	

## 3.0 During the training event checklist

<p><b>Log in</b></p> <ul style="list-style-type: none"> <li>• Log into the platform you are using at least 30 minutes in advance. Some participants will be early and it's important to be there and ready to welcome them.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Start on time and stay on track</b> Build a 10-minute buffer into your design plan at the beginning of the day to allow for last minute issues. Other than this always start on time and stay on track, even if all participants haven't returned from breaks etc.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Feedback</b> Provide meaningful feedback to participants in the same way that you would in the physical classroom, this keeps the session personal and learners engaged.</li> </ul>	

4.0 After the training event checklist

<p><b>Evaluation</b></p> <ul style="list-style-type: none"> <li>• Check that evaluations have been completed and review results.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Thank you email</b> Send an email to course participants to thank them for their participation and feedback.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Lessons Learned</b> Take some time to reflect on lessons learned and share with colleagues where appropriate.</li> </ul>	

5.0 Useful points to note:

Video on MS Teams

If you are accessing MS Teams via an iPad, you will only see 4 videos in addition to your own. All other devices allow 9 videos in addition to your own. Video will change based on who is speaking.

Connection Issues

If a learner is having difficulty with the connection, get them to turn off their video, this should increase the audio quality.

Data Protection

If you will be sharing your desktop/screen during the learning event, make sure your email is closed to avoid any confidential information from popping up on the screen. You may also have sensitive information stored on your desktop, hide desktop content by right clicking your mouse on the desktop and selecting "View" and unclicking "show desktop icons".