Checklist – Design for Learning
Building Optimal Online Learning Environments

Writing

- ❑ I have *identified* my major *topics* (Heading 1) and my *subtopics* (Heading 2)
- ❑ I have written my topic and subtopic titles in a way that **clearly links the content to your learning** outcomes (i.e. uses the same language, taxonomy, etc.)
- ❑ I have *communicated* my *essential points* in the *first three sentences* of my paragraphs/sections
- ❑ I have organized my essential points into **bulleted or numbered lists** where appropriate
- ❑ I have included *links to additional information* that elaborates upon my essential ideas
- ❑ I have emphasized **key words through formatting** (bolding/italicization) and included their definitions
- ❑ I have used the *active voice* in my writing
- ❑ I have made my content **conversational** in **tone**
- ❑ I have included *anecdotes* and/or *stories* that humanize and/or *personalizes* my course materials
- ❑ I have **cited** my **references** and identified secondary **sources** in a bibliography

Multimedia

- ❑ I have utilized **images** and/or **graphics** where information is better conveyed visually
- ❑ I have included *images that communicate ideas* and are not merely ornamental
- ❑ I have **copyright clearance** for my images and graphics
- ❑ I have included *video* and/or *animation* where information is better conveyed through moving images and/or from **multiple perspectives**/interlocutors (i.e. processes, interviews, panels of experts, archival footage, etc.)
- ❑ My *videos* are no longer than about *4 minutes*
- ❑ My **videos** are **linked to an activity** and/or assessment
- ❑ I have *transcripts* for *videos* and/or animations to ensure they are *accessible*

Interactivity

- ❑ I have **clearly labelled** course-related materials, including content, assessments & assignments, discussion forums, hyperlinks to videos and additional resources, etc.
- ❑ I have written *clear instructions for navigating* my Virtual Campus course site
- ❑ I have written **explicit instructions** for completing **activities** and **assignments**, including but not limited to: performance expectations, deadlines, submission formats, and rubrics
- ❑ I have *clearly indicated how* and when *students should use the Virtual Campus* communication tools, including email and discussion forums

Contact

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