

E - LEARNING COURSE CHECKLIST

NECESSARY ELEMENTS CONCERNING THE METHODOLOGY FOR COMBINED AND DISTANCE LEARNING

- I define the objective and learning outcomes of the course and individual chapters (thematic units)**
 - **Objectives** are formulations of what teachers plan for students to accomplish during a specific learning period.
 - **Outcomes** are specific and measurable descriptions of what students know or can do after completing a course or lesson.
 - It is necessary to plan to **verify the achievement of the objectives** and learning outcomes of the whole course and the relevant units or lessons. Including the elements of **formative assessment** can help continuously monitor learners' learning and guide them in what they can improve and what they have already mastered.

- I give clear instructions to move through the topic and the whole course**
 - At the beginning of the course, the course content is explained, how the learner should work with the course and **the deadlines** for submitting assignments. Consequences for failure to follow the instructions are also mentioned.
 - Learners know how to **contact the teacher**.

- I am giving an approximate time to study the topic**
 - It indicates how much time learners need to work on each topic.

- I have a structured information transfer section in the course**
 - What **information** within each thematic unit **is considered vital**?
 - The materials are chosen with the objective in mind, and the methods of working with learners' attention are considered.
 - **The text** is clearly **structured** with continuous activation elements.
 - **The videos** tend to be **shorter** with comprehension questions.

- In the course, the students are expected to work together**
 - tasks that will promote communication, collaboration and mutual learning between learners
 - e.g. discussion forums, joint projects, peer review of tasks

- Topics include elements of self-regulated learning**
 - Learners can monitor their progress against the set objectives, e.g. filling in how confident they are that they have completed the task

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- Checkboxes that indicate the end of a task
- Literature on the topic is divided into compulsory and supplementary (recommended)**

RECOMMENDED ELEMENTS

- There are problems to solve after each explanatory part
 - It must be varied (we recommend using different tools, types of tasks and ways of working).
- Topics offer concepts or a concept map to remember
 - Keywords on the topic to be mastered by the learners.
 - For each chapter, there is a summary of the most essential points. The learners themselves can create it.
- Learners are provided with a course progress check
 - Continuous monitoring of the planned study schedule through checklists, reminders of important deadlines, visualization of passage and completed tasks
- The course has control questions or a control test
 - If you are choosing self-assessment tests, it is helpful to explain why the answer is incorrect or explain why this answer is correct and not another.
 - The key to solving tasks
- Links to multimedia materials are up-to-date and functional
 - Each time a new course is deployed, it is necessary to review the materials and verify that they are still current and available.
- I am collecting feedback from learners on the course
 - It may be a survey about learner satisfaction with the course, a topic, or an activity in which you are unsure if it accomplished what you intended.

For advice and assistance, please contact the e-learning methodologist

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