



Evergreen Learning Solutions

E-Learning Design Principles Checklist

A Guide to Best Practices for Online Courses



Learning Objectives

- Are the objectives clearly defined and measurable?
- Do the objectives align with the overall course outcomes?



Content Design

- Is the content chunked into manageable sections?
- Are visuals and media used to enhance understanding?
- Is the language simple, clear, and learner-friendly?



Interactivity

- Are there opportunities for learners to interact (quizzes, discussions, etc.)?
- Are interactive elements purposeful and aligned with objectives?



Accessibility

- Is the course content accessible to all learners (e.g., captions, alt text)?
- Does it meet WCAG guidelines for usability?



Engagement

- Are there strategies to motivate and sustain learner interest?
- Is feedback provided promptly and effectively?



Assessment

- Do assessments align with learning objectives?
- Are varied assessment types included (e.g., formative, summative)?



Usability

- Is navigation intuitive and user-friendly?
- Are technical instructions and resources provided?



Improvement

- Is there a mechanism for collecting learner feedback?
- Are there plans for regular updates and maintenance?

Template GUIDE

HOW TO USE THIS TEMPLATE

- Step 1: Open the PDF template.
- Step 2: Print it out and tick the checkboxes as you go.
- Step 3: Use it to plan your online course and refer back to it as a reflection tool later.

TIPS FOR BEST RESULTS

- Focus on your learners' needs and goals.
- Keep content clear, concise, and well-organised.
- Use consistent headings, fonts, and colours.
- Add interactive elements that support learning.
- Check accessibility (e.g., captions, alt text).
- Test your course design with real users.

ADDITIONAL RESOURCES ON OUR WEBSITE

Ready to take your course planning even further? These resources are designed to support and inspire you at every stage of your journey:

- Free All Access Membership Pass (just click Sign Up on our website)
- Blog Posts
- Resource Library

ABOUT EVERGREEN LEARNING SOLUTIONS

At Evergreen Learning Solutions, we help businesses transform their content into effective online learning experiences. Visit www.evergreenlearningsolutions.com.au to explore more resources or book a consultation.

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