

# E-Learning Checklist

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- Must Have
  - A computer.
  - A connection to the Internet.
  - If required, a broadband connection.
  - An Internet web browser program.
  - E-mail program such as Outlook Express.
  - Office programs.
- Evaluating the Online Course
  - Check if the course is accredited.
  - Check what organisation accredited the program.
  - Check if the costs of exams are included in the course fee.
  - Check if exams are available online or you will have to travel to sit them.
  - Check if the full course is online or you will have to travel to seminars.
  - Check how the course is delivered.
  - Check for tutor support.
  - Check for possibility to contact others on the course in chat rooms or by e-mail.
  - Check if you need special software programs.
- Starting the Course
  - Make sure you have done your research and that you are selecting the right course.
  - Check you have everything you need in place.
  - Update your computer with the necessary hardware and software requirements.
  - Set aside time for your e-learning course.
  - Find a comfortable place to study.
  - Keep in touch regularly with your fellow learners and your course tutor.
  - Organise your work.
  - Keep up with course work.
  - Evaluate your own progress
  - Enjoy working in a cyber classroom!