E-Learning Checklist
By Nicole Nichols-West

- ☐ 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!