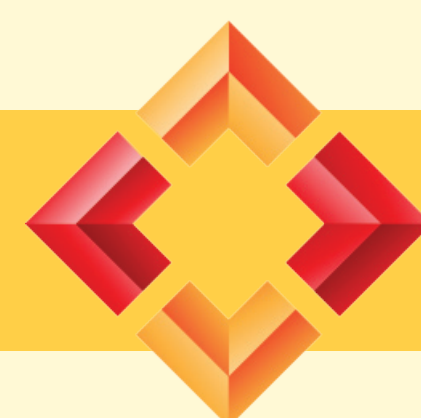


## Information

- ☐ goals;
- ☐ target audience;
- ☐ learning objective;
- ☐ time-frame;
- ☐ workload;
- ☐ fees;
- ☐ technical requirements;
- ☐ used media;
- ☐ selection process;
- ☐ methods;
- ☐ contact;

After being accepted participants should also know:

- ☐ study plan;
- ☐ assessment methods;
- ☐ duration of modules;
- ☐ timetable;
- ☐ assessment dates;



## Design

- ☐ alignment with learning objectives;
- ☐ target group's relevant content ;
- ☐ gender sensitive and cultural diverse content;
- ☐ media used with definite purpose;
- ☐ learner-centred design;
- ☐ learning objectives;
- ☐ collaborative learning;
- ☐ module guide;
- ☐ clear assignments;
- ☐ flexibility, accessibility and usability;
- ☐ printable material;
- ☐ glossary of terms;



## Facilitation

- ☐ provide guidance and accompany the learners;
- ☐ provide feedback on activities;
- ☐ be competent in online facilitation and the subject matter;
- ☐ monitor and evaluate learners' progress and achievements;



## Evaluation

- ☐ implementation of a comprehensive evaluation process;
- ☐ an evaluation report is compiled after the course, with suggestions from participants;
- ☐ course improvement based on the above mentioned report;

# Check List:

