



# Design and Quality of Online Courses

## The Checklist for Beginners in brief

The Checklist for Beginners is a tool for everybody who wants to use or design online courses for the first time. It asks simple questions to beginners of online teaching and learning. These questions are covering the whole range and all potential options in online courses.

Of course, an online course has not to fulfil all these options for high quality: Just the contrary, it always depends on the learning objectives, target group and situation which online course is fitting best and offering high quality for the specific purposes (like in any face-to-face course).

In many cases, less functionalities and complexity can increase the usability, the suitability and the learning outcomes.

The Checklist for Beginners combines three dimensions: phases, perspectives and roles.

First, select the phases and their processes that are relevant for you. The five phases are:

 = Analysis -  = Design -  = Implementation -  = Realization -  = Evaluation

Then, the icons identify which perspectives are important for your selected processes:

 = Pedagogical -  = Technological -  = Strategic

Finally, you can see which role is responsible (R) and which roles have to be involved (X), too:

 = Designer -  = Facilitator -  = Provider

In this way, you explore which questions you should ask yourself and your colleagues. And you can reflect which of all the potential options and features are important and relevant for you.

The Checklist for Beginners is an adaptation of the Quality Reference Framework (QRF) that was developed with the support by hundreds of contributors: MOOC experts, learners, designers, facilitators and providers worldwide. You can openly and freely download the Checklist for Beginners and re-use, adapt and share it with your colleagues here:

[www.mooc-quality.eu/online-courses-checklist-beginners](http://www.mooc-quality.eu/online-courses-checklist-beginners)

Have a look how the the Checklist for Beginners can support you as learner or designer of online courses and improve your first online learning experiences!

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