Storyboard Checklist

The items in the following checklist are provided as a guide. Depending on the online course you are creating, some of the topics may not be applicable for your particular course.

Basic Elements

- ❏ Project title and individual page title
- ❏ Text that will be presented on a page or display
- ❏ Graphics, such as images that will be utilized, any background image, and the overall layout of the content
- ❏ Video media, or a description of a link to the source of the video
- ❏ Audio transcript, such as voice-over narration
- ❏ Navigation information such as links that will be included in the page being described and where they will take the learner
- ❏ Each page or slide of planned eLearning content is represented in the storyboard
- ❏ Syllabus link on storyboard
- ❏ Know the course goal
- ❏ 3-4 objectives per module (you should have this from the ASSURE planning)
- ❏ Create assessment criteria

- ❏ Choose design elements
- ❏ Select an authoring tool
- ❏ Use a variety (at least 3-5) of forms of interactive content and/or media

- ❏ Determine the lesson's content sequence. Content within lessons are structured into a sequence of slides corresponding to the screens of the final interactive lesson
    - ❏ Learning objectives (top 1 page for module)
    - ❏ Introduction (1-3 screens)
    - ❏ Content (4-25 screens)
    - ❏ Summary (1 screen)

- ❏ Use at least two different techniques to present content, including: storytelling; scenario-based approach; toolkit approach; and demonstration practice method

- ❏ Examples are used in each of the lessons, both inductively and deductively
    - ❏ Integrate different media to present the examples

- ❏ Use diagrams graphics, and flowcharts when possible
- ❏ Use lists or tables

Language Style

- ❏ Content within modules is written directly, simply, and clearly
- ❏ Avoid jargon
- ❏ Be sensitive to learners that are not native English speaking
- ❏ Use personal pronouns and be gender inclusive
- ❏ Use bulleted lists
- ❏ Use active voice

Graphics

- ❏ Graphics include illustrations, pictures, diagrams, and icons
    - ❏ Graphics include a variety of different communication functions, including: decorative; representational; mnemonic; organizational; relational; transformational; and interpretive
    - ❏ Avoid graphics that have no real function in complementing the information in your text
    - ❏ When using narration, present corresponding graphics and spoken words at the same time
    - ❏ Use digitized photographs when creating a realistic context

Ensure that diagrams, graphics and screenshots correspond to their descriptions

Audio

- ❏ Keep audio short
- ❏ Use audio to complement visual elements
- ❏ Avoid redundant audio
- ❏ Avoid adding extraneous audio, such as background music and sounds

Video

- ❏ Videos should always be accompanied by comments
- ❏ Avoid using video that only shows a teacher speaking