Tutorial Creation Checklist

Tutorial Title: 
Date: 

**Design**

**Concepts to consider during planning to create a Transparent, Dynamic, Interactive tutorial**

1. **Transparent**
   - **Audience**
     What are some characteristics of your intended audience?
     How familiar are they with your tutorial topic? How about your library?
     How will participants know if they are included in your intended audience?
     A. Description  
     B. Targeted promotion 
     C. Other ____________________
   - **Outcome**
     What are three outcomes participants will realize by completing your tutorial?
     1.____________________  
     2._____________________
     3._____________________
     How will you communicate these intended outcomes to potential participants?
   - **Content**
     Build an outline or storyboard for your tutorial.
     How many discreet topics are covered? Is that appropriate for one digestible tutorial?
     Can participants see what topics are covered prior to viewing tutorial?

2. **Dynamic**

What visual elements will you include beyond screencasts of the database/website your tutorial covers?
   A. Title screens, chapter headings from PowerPoint  
   B. Zooming to areas of the screen 
   C. Visual highlighting (boxes, circles, arrows) of functionalities 
   D. Other __________________________________

What is the longest potential stretch of visually static content?

3. **Interactive**

How will your tutorial engage participants in active learning exercises?
   A. Interactive quizzes (within tutorial) 
   B. List of exercises to be completed (alongside tutorial) 
   C. Other ____________________

Best Practices for Creating Online Tutorials
Library Technology Conference / March 2010
Matt Lee / Minitex Reference / leems001@umn.edu
Production

Checklist of processes to maintain consistency during hands-on creation of tutorial

<table>
<thead>
<tr>
<th>Anticipated length of tutorial</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Script complete</td>
<td>☐</td>
</tr>
<tr>
<td>Storyboard complete</td>
<td>☐</td>
</tr>
<tr>
<td>Branded introductory title screen</td>
<td>Yes___ No___</td>
</tr>
<tr>
<td>Branded ending screen with contact information</td>
<td>Yes___ No___</td>
</tr>
<tr>
<td>Recording window size (aspect ratio)</td>
<td>640x480 800x600 Other ______</td>
</tr>
</tbody>
</table>

| Clips recorded | ☐ |
| Editing tools utilized | Zoom ‘n Pan Text Callouts Visual Highlighting Transitions |
| Audio added | ☐ |
| File output type | .flv .swf Other ______ |

Reference

Some things to keep in mind

Key Distinctions of Online Tutorials
- Asynchronous
- Broadcast/one-way
- Responsive & scalable
- Multimedia
- Engaging of multiple learning styles

Effective Uses For Online Tutorials
- Providing chunks of information
- Reaching a large or geographically disparate group of participants
- Encouraging multiple avenues to learning
- Teaching tasks