

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 _____

Production

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

Anticipated length of tutorial	_____
Script complete	<input type="checkbox"/>
Storyboard complete	<input type="checkbox"/>
Branded introductory title screen	Yes__ No__
Branded ending screen with contact information	Yes__ No__
Recording window size (aspect ratio)	640x480 800x600 Other _____
Clips recorded	<input type="checkbox"/>
Editing tools utilized	Zoom 'n Pan Text Callouts Visual Highlighting Transitions
Audio added	<input type="checkbox"/>
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