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?

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**

<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</td>
</tr>
<tr>
<td></td>
<td>800x600</td>
</tr>
<tr>
<td></td>
<td>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