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
Storyboard complete
Branded introductory title screen
Branded ending screen with contact information
Recording window size (aspect ratio)

Clips recorded
Editing tools utilized

Audio added
File output type

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