

Converting an offline course to an online one: Checklist

Based on my experience, I suggest the following considerations need to be made when converting an offline course to an online one.

1. What existing materials and activities will work in an online environment with no or very little modification?
2. If a resource or activity requires a major modification, could it be more cost-effective to jettison it altogether?
3. How will the course be structured? For example, two sessions of three hours each a week apart if very different, in organisational terms, from one session of six hours in a single day, or three weekly sessions of two hours.
4. Will you have a break halfway through?
5. Do you know what digital tools are available that will support your preferred way of teaching?
6. What digital tools will you actually use (you may not wish to use **all** of them)?
7. Do you have enough know-how to use them in a technical sense?
8. Do you have enough know-how to use them effectively in an educational sense?
9. How will you gain the expertise you lack?
10. Will you create a pre-course questionnaire?
11. If so, how will you make use of it to tailor it to students' needs? (If not, what will you use or do instead?)
12. Can you arrange to have practice sessions in order to check that everything will work as you expect?
13. How will you communicate with students? For example, will you use Google Classroom or similar, or an official email address, or what?
14. How will you judge the success or otherwise of your course?