A free checklist for anyone who builds or commissions courses

Before You Publish: 12 checks for online training

Answer yes or no for each one. Small details decide whether a course works for every learner. Each one is quick to fix once you know where to look.

Structure

- [ ] 1 The course opens with one sentence on what learners will be able to do afterwards.
- [ ] 2 Headings follow a clear order: one title, then sections, then sub-sections.
- [ ] 3 Learners can always see where they are and how much is left.

Content

- [ ] 4 Sentences are short enough to read on a phone, and any jargon is explained.
- [ ] 5 Every image that carries meaning has a text description.
- [ ] 6 Nothing relies on colour alone, such as "fix the fields in red".
- [ ] 7 Videos have captions and a transcript.

Interaction

- [ ] 8 Every drag, drop or hover can also be done with a tap or the keyboard.
- [ ] 9 Feedback explains why an answer is right or wrong, including the wrong ones.
- [ ] 10 The course can be completed with a keyboard alone, in a sensible reading order.

Connectivity

- [ ] 11 Pages load on a slow connection: small files, no autoplay video.
- [ ] 12 Key content has a download or offline version.

Your score

10 to 12 yes
Ready to publish.

7 to 9 yes
Needs a quick pass.

Below 7
Worth a rework.

Want a second pair of eyes? I review courses for accessibility and clarity, and I build training that works on phones and slow connections.

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