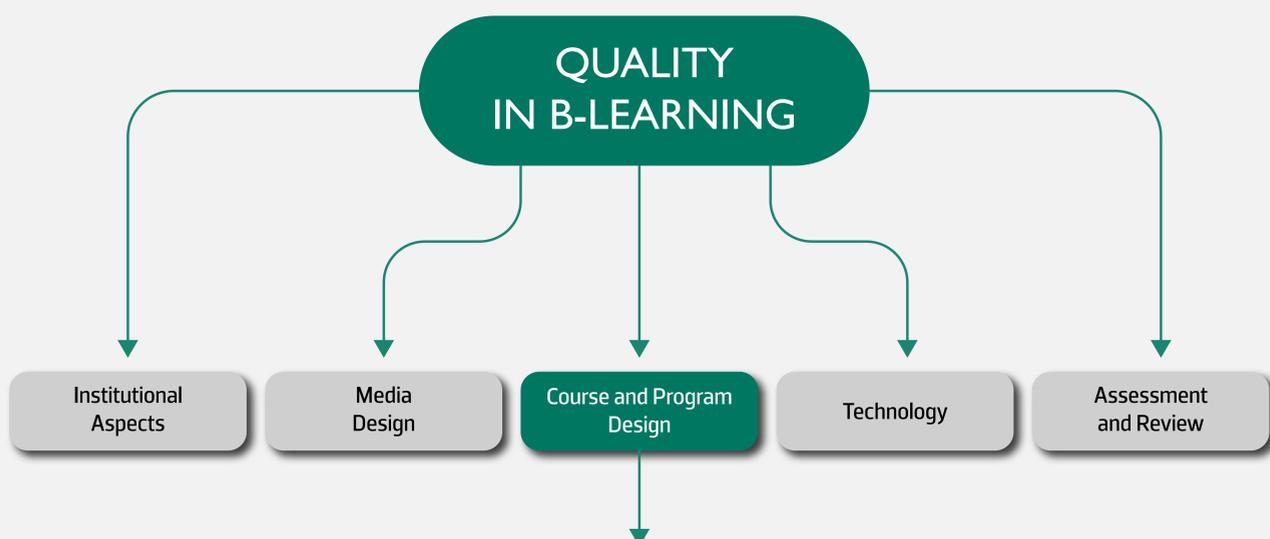


CHECKLIST: DISTANCE EDUCATION LEARNING ENVIRONMENTS

To think about teaching and learning online is to think about education in a different way, it is to think about people who learn and teach online and in a network of cognitive and social interaction, and not so much in the pedagogical materials that we can use. To guarantee the quality of an e / b-learning system, we must make an assessment based on 5 parameters:



Design of Methodologies

- Consider, in the design of the instruction, the professional context and experience.
- Combination of pedagogical methods.
- Ensure consistency between results, strategy, material and evaluation.
- Seek to guarantee the fulfillment of the formation expectations and time.

Learning Objectives

- The learning outcomes of the course should be clearly defined and aligned with the learning objectives.
- Specification of learning objectives.
- The objectives must be measurable and written from the perspective of the trainees.

Assessment and Testing

- Define specific criteria.
- Use various tools.
- Multiple evaluation strategies.
- Promote measures to avoid plagiarism.
- Provide analytical feedback.
- Store evidence of learning.

Curriculum

- Modules should contribute to the development of knowledge and should be conceived after the objectives are defined.
- They must be arranged in a logical sequence, from the simplest to the most complex.
- Modules can contain research modules, self-sufficient, personalization; framed with elements such as: Brief description, objectives, estimated time, activities, evaluation.

Influencing Factors

- Study the factors that influence student learning.
- Determine self-motivation, commitment, knowledge and students' learning styles.
- Seek the balance between the time to develop the activities and the complexity.
- Promote motivation and personalized follow-up actions.

Learning activities

- Instructional strategies should lead to learning.
- Self-awareness activities should be promoted.
- Clear instructions, activities should be detailed in phases.
- The possibility of synchronous and asynchronous sessions should be considered.

Learning process

- Various opportunities for interaction and communication.
- Seek to promote learning commitment.
- Orientation in Investigations and validation of resources.
- Activities should seek to help the value and meaning of learning
- Feedback, in time and in appropriate tone.

Learning materials

- Structured to facilitate individual study;
- Challenging, student-centered, relevant;
- Effective, without errors, updated;
- It's important to capture the students' attention at the beginning, progressing later through the contents;
- There should be a concern to maintain a balance of cognitive load, flexibility.