ELEARNINGNEWS ARTICLE

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The process of reviewing the e-Learning contents in 4 steps

Using an e-learning content review service can help you create quality. However, the review process may be complicated, elaborate and boring unless you follow the following 4 best practices.

Surely your e-learning course will have the best graphics in the world, but if the content has something wrong, it will be a flop. regardless of whether you are editing an existing course or creating a course from existing documents, we recommend that you do a thorough review of your content: a simple change could inadvertently change the meaning of something. That's why it's important that your content is accurately controlled.

1. Play early

Play ahead of the process of reviewing your e-learning content by starting to organize it during the project planning phase. This way you can get an idea of who the reviewers will be, what their role will be in the review process and how many feedbacks and changes they will have to make.

2. Minimize the number of reviewers

If your list of reviewers is long it is more likely that you will receive redundant, little useful feedback, comments and change suggestions, which is worse. conflicting with each other. Obviously, this can affect your deadlines: the more reviewers add to your project, the longer it will take to get their feedback. When choosing the reviewers who will work on the process of reviewing your e-learning content, make sure you choose the right people, able to provide valuable and useful feedback, which you really need to improve the content of your course.

3. Provide clear guidance to auditors on their duties

One way to minimize unnecessary or unimportant feedback is to indicate to the auditors the elements (such as errors or inconsistencies, typos or misspellings to be deleted) on which they should linger to improve the content. It is therefore necessary to inform the auditors of what you want to be checked and corrected in your content. Here are some questions that reviewers should ask themselves as they work:

- Are the objectives valid?
- Is the information accurate, complete and up to date?
- Are there any terms or concepts that the recipient might not understand?
- Is there any superfluous information?
- Are the explanations clear and accurate?
- Are the diagrams, captions and graphics accurate?
- Are the specific terms of the sector written correctly?
- Do the activities serve to reinforce the learning of the most important information?
- Do the questions serve to reinforce the storage of the most important information?
- Would the recipient be ready to do his job after completing this course?
- Is there any content missing in the course?

4. Expire the reviewers

Have you ever sent the contents of your online course to a reviewer, received a positive response and then, two weeks later, learned that the work had not yet been completed? When sending content in e-learning mode to a reviewer, always include an

expiration date within which the work must be completed. The ideal would always be to indicate to the auditors a rather wide timing, which can vary from a few days to a few weeks, depending on the auditor and, above all, on the workload.

By following these simple best practices, the process of reviewing your content in e-learning mode will be more streamlined and simple, and will help you succeed in your next project.