Instructional Design Checklist for the Development of Online OVC-Funded Training

Use this checklist to confirm that OVC-funded training materials meet the OVC Instructional Design Standards. This checklist is for training designed to be delivered in an online format. For a more detailed description of OVC’s Instructional Design Standards, see https://www.ovcttac.gov/views/TrainingMaterials/dspCurriculumStandards.cfm.

1. The training content is based on a needs assessment to identify what learners may already know and what they need to know:
   - Data is gathered in a variety of ways, including through focus groups, interviews, observations, and questionnaires, for example.

2. The training content reflects adult learning best practices:
   - Training is competency-based, meaning the participants will learn a skill or acquire knowledge they can apply pragmatically to their immediate circumstances.
   - Training material is linked to participants’ existing knowledge or experience.
   - Training material accommodates different learning styles, and a variety of strategies are used throughout the training to present content (e.g., lectures, videos, narrated material, pictures, images, charts).

3. The online materials include:
   - Statement of the purpose of the module and a description of the intended audience.
   - Specific and measurable learning objectives.
   - The topics or lessons within the module.
   - Time needed to complete the module.
   - Frequent interactions (e.g., knowledge checks, chats, scenario-based activities).

4. For asynchronous (self-paced) training, the following have been checked:
   - Functionality of buttons.
   - Functionality of links.
   - Functionality of any videos or animations.
   - Functionality of any navigational elements (such as next and back buttons).
5. All materials have been 508c tested¹:

✓ All alt text for images and buttons, transcripts for audio and video, and tabs within the training meet 508c standards. Section 508 of the Rehabilitation Act requires that online training conform to specific standards to insure accessibility by users who have disabilities. This site provides more information about 508 technical tools and resources.


¹ Section 508, an amendment to the United States Workforce Rehabilitation Act of 1973, is a federal law mandating that all electronic and information technology developed, procured, maintained, or used by the Federal Government be accessible to people with disabilities. This check makes sure that all alt text for images and buttons, transcripts for audio and video, and tabs within the training meet 508c standards. For more information, go to http://www.gsa.gov/portal/category/26811.