

On-line Training Technology Checklist

Taking time to select the right software and hardware for your on-line training will help everyone get the most out of the training experience. The checklists below can help in selecting a platform for on-line learning and securing the hardware that assist in smooth facilitation.

Software Checklist

When selecting a platform, use this checklist to evaluate options and select the one that best fits your training plan.

- Capacity
 - How many participants does it support?
 - How many hosts, organizers, or panelists does it allow?
- Duration
 - Will your plan support a session length that fits your needs – at least one hour plus time to log on early and launch the program?
- Participant connections
 - Can participants only access audio through the computer or do they have the option to dial in by phone as well?
 - Is the system mobile friendly? (Is there an app for mobile devices?)
 - Can all participants use video (access their webcams) or is it just the organizers and panelists?
- Recording capabilities
 - Can you record the session?
 - How are recordings stored?
 - How can recordings be shared? Can viewers just stream the recording, or can they also download them? (And do you want participants to be able to download the files?)
- Registrations and communications
 - Does the system offer registration options?
 - Will it automatically send registration confirmations and log in details? Reminder emails? Follow up emails?
 - To what extent can you customize those messages?
- Engagement options
 - What engagement options are available?
 - Polls?
 - Emoticons?
 - Handraising?
 - Chats?
 - White boards?
 - Does the platform support breakout rooms and, if so, how does that work?
 - Can you access chatlogs after the sessions so you can save them as a record for later reference?
- Video options
 - Can you play video from the trainer's computer during the broadcast and have the participants hear the audio of the video?
 - Does the platform allow for digital backgrounds behind participants?

Hardware Checklist

The following pieces of equipment and supplies are recommended for a professional and effective training experience.

- ❑ Audio
 - Headset with microphone
 - Phone access: If internet connection is unreliable for any reason, dial in from a telephone as a safety net in case the internet connection drops at some point.
- ❑ Video
 - Webcam: Place your webcam at an appropriate height – ideally eye level (if the webcam is integrated into a laptop, consider getting a laptop stand)
 - Background: Utilize a digital background that is professional and not too distracting, acquire a green screen, or set up in a location with a relatively simple background
 - Lighting: Ensure you have good lighting, ideally lighting from both sides so your face is fully lit.
- ❑ Computer
 - Monitors: Having two monitors can facilitate a trainer's role as the slides can be on one monitor while the other can be used to insert notes into slides and manage the engagements, including chatlogs, polls, muting and unmuting, breakout rooms, etc.