



**E-Learning, Technology  
and Communications**  
UF | COLLEGE OF EDUCATION



# **Instructional Design**

## ONBOARDING QUESTIONS

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## PERSONAL INVENTORY

1. Have you taught or trained online before?
2. Have you taught or trained in F2F (Face-to-Face) environments before?
3. Are there any aspects of the online development process that you are most nervous or worried about?
4. What modes of communication do you prefer for planning and coordinating projects? ZOOM? F2F meetings? Email?
5. Have you used Gantt Chart or project management tools before on a project? (i.e. MS Project, Smartsheet, Trello)
6. Could you provide us with a list of software you mostly use in your day-to-day work? (MS Office, Adobe Suite, Google Doc,)
7. Have you worked with an instructional designer previously on a course or training?
8. How comfortable are you with the thought of being on camera?

## COURSE/TRAINING INFORMATION

1. What is the intended audience/program of study for this training/course?
  - Will you be the Subject Matter Expert (the designer) for this course?
2. If not alone, please list additional people
3. How much time per week do you expect to be working on this course/training?
4. What platform are you considering for the course? A Learning Management System (like Canvas, Blackboard, Google Classroom). A website? A mobile app? Not sure?
5. Do you have a course map or major outline already developed?
6. Do you have a syllabus? If so,
  - How many modules will you have?
  - Any activities or assessments you will require for this training/course?
  - Are there any third-party resources you will need for this course that might require additional purchases?

7. Will you require video for this course?
  - How many videos do you expect per course and per module?
  - Roughly, how long would those videos be?
8. What is your previous experience with video?
  - Reading a teleprompt?
  - Working off of prepared slides?
  - Roleplays with another person
9. What is the main modality you prefer to convey video information?
  - Talking Head on Camera
  - Voice over Graphics (i.e. narrated PowerPoints or slides)
  - Animations
  - Role Plays with Actors
10. Do you have any script material already prepared (i.e. slides or PowerPoint) for the videos?