**Basic Elements**

- Objective(s)
  - Introduction
  - List of topics
    - Topic #1
    - Topic #2
    - Topic #3
    - Topic #...
  - Summary
  - Assessment

**Bloom's Taxonomy**

- Knowledge
- Comprehension
- Application
- Analysis
- Synthesis
- Evaluation

**Gagne's 9 Steps**

1. Gain attention
2. Inform learners of objectives
3. Stimulate recall of prior learning
4. Present the content
5. Provide "learning guidance"
6. Elicit performance (practice)
7. Provide feedback
8. Assess performance
9. Enhance retention and transfer to the job.

**Tools**

- COMMUNICATION
  - Electronic Mail
  - Bulletin Board (Conferencing System)
  - Whiteboard Tool
  - Chat Tool

- INFORMATION PRESENTATION
  - Text (on screen)
  - Text (Adobe Acrobat)
  - Audio (Voice, Music, Tone Response, etc.)
  - Graphics (Photo, Clip Art, Line Drawing, Chart, Graph, Table, etc.)
  - Video
  - PowerPoint (stand-alone or moderated)

- Glossary
- Image databases
- External Links
- Calendar Tool
- Grade Tool
- Animations (simple or complex)

**INTERACTION - (QUIZZES)**

- Student Self Evaluation
- Timed/Graded Online Quizzes
  - Multiple Choice Questions
  - True / False Questions
  - Drag & Drop Questions
  - Situational Response Questions
  - Open-Ended Questions
  - Fill-In-The-Blank Questions

**INTERACTION - (OTHER)**

- Survey
- Student Presentation Areas