How to Build an Online Course

1 Identify Learning Objectives
Define the core skills or knowledge the learners should acquire by the end of the course. Align objectives with business goals or compliance requirements.

2 Conduct Audience Analysis
Understand the demographics, skill levels, and learning preferences of your target audience to ensure content relevance and engagement.

3 Outline the Course Structure
Break the content into logical sections or modules. Organize topics in a way that builds progressively, starting with foundational concepts.

4 Develop Engaging Content
Create videos, slides, quizzes, and interactive elements that cater to different learning styles. Keep content concise, visually appealing, and engaging.

5 Incorporate Assessments and Activities
Design quizzes, exercises, and knowledge checks throughout the course to reinforce learning and ensure knowledge retention.

6 Select the Right Platform
Utilize Capability or another training platform that supports multimedia, progress tracking, reporting and an easy to use user experience.

7 Design the User Experience (UX)
Ensure the course interface is intuitive and user-friendly, with seamless navigation and clear instructions for learners.

8 Pilot the Course
Run a test with a small group to gather feedback on content clarity, engagement, and technical performance.

9 Launch and Promote
Roll out the course to the target audience, utilizing email campaigns, internal communications, and social media to drive participation.

10 Monitor and Update
Track learner progress and feedback, updating content regularly to stay current with evolving industry standards or learner needs.