



# Online Tool Checklist

This Online Tool Checklist will help you determine the suitability of online tools for your setting. The questions on the checklist are designed to help you choose a tool to use with your language learners. For example you may be looking at certain web-conferencing technology, chat programs, blogging tools, audio recording software, photo sharing website, or any other technology that can help your online course or activity.

With each tool you evaluate, if the majority of your answers to the questions on the checklist are yes, then the tool is probably useful. If the majority of the answers are no, then you may want to keep exploring for a more suitable technology.

**“This Online Tool Checklist will help you determine the suitability of online tools for your setting.”**

The Online Tool Checklist on the next page looks at four main areas when choosing online tools.

1. How will the tool benefit learners?
2. What are the alternatives?
3. What are the privacy and payment options?
4. Is the tool intuitive to learn and use?



# Online Tool Checklist

## 1. HOW WILL IT BENEFIT LEARNERS?

Is there a need for this tool?

- ☐ Yes
- ☐ No
- ☐ Not sure

Is there a gap in the learners' skills that this tool addresses?

- ☐ Yes
- ☐ No
- ☐ Not sure

Can you picture an immediate use for this tool?

- ☐ Yes
- ☐ No
- ☐ Not sure

Do you know exactly how you will use it?

- ☐ Yes
- ☐ No
- ☐ Not sure

## 2. WHAT ARE THE ALTERNATIVES?

Is the tool widely used?

- ☐ Yes
- ☐ No
- ☐ Not sure

Is it better than other tools?

- ☐ Yes
- ☐ No
- ☐ Not sure

If yes, how is it better?



Does it have features that other tools do not?

- ☐ Yes
- ☐ No
- ☐ Not sure

Are the learners likely to continue to use this tool after the class is finished? For example, are they likely to use it in the workplace?

- ☐ Yes
- ☐ No
- ☐ Not sure

### 3. WHAT ARE THE PRIVACY AND PAYMENT OPTIONS?

Can learners access the tool without creating accounts?

- ☐ Yes
- ☐ No
- ☐ Not sure

Is the website's privacy policy compliant with your institution's privacy policy?

- ☐ Yes
- ☐ No
- ☐ Not sure

Can you control the privacy settings?

- ☐ Yes
- ☐ No
- ☐ Not sure

Is your intended use of the site compliant with your institution's social media policy?

- ☐ Yes
- ☐ No
- ☐ Not sure

Is it free or is a free version of the tool available? (Sometimes called a freemium version)

- ☐ Yes
- ☐ No
- ☐ Not sure

Are learners comfortable sharing their information or work on the internet?

- ☐ Yes
- ☐ No
- ☐ Not sure



#### 4. IS THE TOOL INTUITIVE TO LEARN AND USE?

Can you figure out how to use the tool by playing with it?

- ☐ Yes
- ☐ No
- ☐ Not sure

Is the navigation intuitive?

- ☐ Yes
- ☐ No
- ☐ Not sure

Is the design and language suitable for the skills level of your English language learners?

- ☐ Yes
- ☐ No
- ☐ Not sure

Does it have a lot of white space?

- ☐ Yes
- ☐ No
- ☐ Not sure

Is the font easy to read?

- ☐ Yes
- ☐ No
- ☐ Not sure

Is it free from distractions (e.g., ads and bright text)?

- ☐ Yes
- ☐ No
- ☐ Not sure

Does it offer ways for users to customize the display of information?

- ☐ Yes
- ☐ No
- ☐ Not sure

Does it include built-in options for adding auditory or visual information?

- ☐ Yes
- ☐ No
- ☐ Not sure



Does it provide documentation or how to videos for support?

- ☐ Yes
- ☐ No
- ☐ Not sure

Does it have a help section on the website?

- ☐ Yes
- ☐ No
- ☐ Not sure

