

Unit 8.0 Instructor Guide Checklist			
Beginning Components			Comments
1. In the course overview, provides a course description	Observed ____	Not Observed ____	
2. In the course overview, specifies the objectives at the course level (that was analyzed in the goal analysis)	Observed ____	Not Observed ____	
3. In the course overview, specifies the background of the performance and learning (that was analyzed in the performance and context analysis)	Observed ____	Not Observed ____	
4. In the course overview, specifies the target audience (that was analyzed in the learner analysis)	Observed ____	Not Observed ____	
5. Provides a course or training map	Observed ____	Not Observed ____	
6. Provides an overview for each unit of training or instruction	Observed ____	Not Observed ____	
7. Provides a “How to Use the Instructor Guide” with instructions	Observed ____	Not Observed ____	
Instructional Components			Comments
8. Generates a two-column table with one column for the student and one column for the instructor	Observed ____	Not Observed ____	

9. Provides a list of instructor and student materials for both synchronous and asynchronous sessions	Observed ____	Not Observed ____	
10. Provides a list of instructor and student materials for both synchronous and asynchronous sessions	Observed ____	Not Observed ____	
11. Sequences instructional events and activities	Observed ____	Not Observed ____	
12. Provides resources and/or visuals for each instructional event or activity	Observed ____	Not Observed ____	
13. Provides instructor notes for each instructional event or activity	Observed ____	Not Observed ____	
14. States the instructional event related to the specified instructional strategy (that was identified in the Instructional Treatment Plan)	Observed ____	Not Observed ____	
Final Components			Comments
15. Provides an Appendix section with any instructor or student resources	Observed ____	Not Observed ____	
16. Creates a Table of Contents at the beginning of the Instructor Guide	Observed ____	Not Observed ____	