**Steps to Building Effective Study Guides for Online Learning and Assessment**

**Study Guide Contents and Presentation**

What is the scope of the current study guide?

What needs to be in a study guide?

What domain-specific contents?

Where will this information come from? How will it be cited?

How will the study guide be used in relation to the other course contents? Will these be integrated with the overall learning? The assessments?

How will the contents be designed and delivered?

**Usage of the Study Guide**

How will the learners use the study guide?

For an overview?

For synthesizing ideas?

For conducting some research?

For going through a simulation? A lab experiment?

For methodically learning in a real-world location?

For hands-on practice?

For experiential learning?

Will the study guide be integrated into the regular learning trajectory of the course?

**SME Feedback to the Learner**

What is the value-added for the learner?

Will the learner get quality feedback from the instructor? (Is there a feedback loop?)

**Technologies**

What technologies will be used for the study guide?

How will the study guide be accessible?

How will the study guide be printable? Portable / mobile?

**Instructional Preferences**

What is comfortable for the faculty member in terms of his / her instructional approach?

What information will the professor need for his / her teaching and learning?

**Divergent Learning**

If critical thinking and innovation are necessary (for divergent learning), what are the more advanced elements that will be integrated to create this?

Problem-solving challenges

Case studies

Scenarios

Projects

**Collaborative Study Guides**

If learners themselves are creating the study guide, what principles and guidelines are necessary to ensure that they use proper research and citation methods to build this study guide?

What are ways to ensure the quality of the collaborative study guide?

What are ways to ensure the accuracy of the collaborative study guide?

**The Feedback Loop to the Instructor**

How will the instructor know how effective / ineffective the study guide is?

What feedback have learners given about the study guide?

How can their comments be used to improve these study guides for future learners?

How can professors improve their teaching work based on learner feedback?

**State-of-the-Art**

What is the state-of-the-art for study guides for online courses? Trainings?

How has the state-of-the-art been achieved?

What aspects are worth emulation or derivation? Why?