Step 1: Select a perspective.

The eLearning guidelines are arranged under **five perspectives**.

- **Learner perspective**
  The learner perspective asks you to examine your practice and delivery from the point of view of your learners. It includes the expectations, requirements and participation of learners in the process.

- **Teacher perspective**
  The teacher perspective asks you to consider your practice from the educators' point of view. It includes the development of teachers for eLearning, their different roles in the process and the evaluation of practice.

- **Manager perspective**
  The manager perspective asks you to consider the support for the process provided by those in management positions. It includes the policies and procedures which underpin eLearning provision.

- **Organisational leader perspective**
  The organisational leader perspective asks you to consider the vision for eLearning and also includes the strategic planning and financial aspects of eLearning provision.

- **Quality assurance body perspective**
  The quality assurance body perspective asks you to examine your practice from the point of view of accrediting bodies. It includes underlying principles, policies and processes in relation to the vision.

Step 2: Select an area you wish to concentrate on.

Each perspective in turn addresses:

Designing
The planning, design and preparation of eLearning and assessment materials for delivery to a set of learners. It considers collaborative design, teaching, learner skills, needs and support.

Implementing
The supporting of effective delivery of eTeaching and eLearning. It considers teaching, collaboration, professional development and technical aspects.

Enhancing
The forward planning for ongoing improvement and sustainability of eLearning. It considers ongoing professional development and the gathering and use of evidence for continued improvement and effectiveness.