BETA TESTING PROCESS CHECKLIST

You can use this checklist as a guideline for your beta testing process, ensuring that you cover all the essential steps.

☐ **Define Your Course Goals:** Clearly outline your course's objectives and what you intend to achieve with beta testing.

☐ **Identify Your Target Audience:** Determine the specific group of learners you want to involve in the beta testing phase.

☐ **Recruit Beta Testers:** Find enthusiastic and relevant participants from your target audience who are willing to test your course.

☐ **Create a Test Environment:** Develop a platform or provide access to the course materials for beta testers.

☐ **Establish Testing Criteria:** Define the specific aspects, features, or content you want beta testers to evaluate.

☐ **Prepare Test Instructions:** Provide clear and concise guidelines on what beta testers should focus on during testing.

☐ **Gather Feedback Mechanisms:** Set up systems for beta testers to submit their feedback, such as surveys, feedback forms, or designated communication channels.

☐ **Monitor and Collect Feedback:** Continuously monitor the testing process and collect feedback from beta testers.

☐ **Analyse Feedback:** Carefully review and analyse the feedback received, identifying common issues or areas of improvement.

☐ **Implement Changes:** Make necessary adjustments, improvements, or corrections based on the feedback.

☐ **Retest if Required:** If significant changes were made, conduct a second round of beta testing to ensure improvements.

- [ ] **Course Refinement:** Incorporate final changes and refinements into the course based on feedback.

- [ ] **Prepare for Launch:** Get your course ready for the official launch, addressing all issues uncovered during beta testing.

- [ ] **Thank Your Beta Testers:** Show appreciation to your beta testers for their valuable contributions.

- [ ] **Promote Your Course:** Begin marketing and promoting your course to a wider audience.

If you need any further help in setting up your beta testing or any aspect of planning, designing, creating, publishing or promoting your course contact us at cheryl@weteachfashion.com.