

Assessing AI tools

Checklist

- ✓ **Goals:** Know your learning objectives, audience, and course needs
- ✓ **Features:** Check the tool's features match your course goals, i.e., personalisation or content analysis
- ✓ **Integration:** Ensure the tool works with your systems, i.e., your LMS
- ✓ **Privacy & Security:** Check how the tool protects user information
- ✓ **Scalability:** Choose AI tools that can grow with increased demand and adapt to new needs
- ✓ **Ease of Use:** Test for intuitive and easy use for both learners and your team
- ✓ **Cost:** Consider the tool's price, including fees, licenses, versus ROI
- ✓ **Customization:** Choose AI tools that can be adapted to fit your changing course goals and audience.
- ✓ **Accessibility:** Ensure the AI tool can be used by different learners with different learning styles and language needs
- ✓ **Reputation & Support:** Research the tool's reputation and the support provided by the company.
- ✓ **Ethics:** Check how the AI tool handles ethical issues like potential bias and fairness
- ✓ **Pilot Test:** Trial the AI tool with a small group of learners and educators first to test how well it works and identify potential issues