eLearning Module QA Check List

The following is a checklist for the QA of Baycrest’s eLearning modules. After QA is complete, time yourself running through the module end-to-end to get a baseline for time-to-complete.

Navigation

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| [ ]  Is there a navigation slide at the beginning  of the module? | [ ]  Are media elements or interactions easy to  use (intuitive or having clear navigation  instructions)? |
| [ ]  Was the duration of the course identified? | [ ]  Were you able to run the course from a  Baycrest PC? |
| [ ]  Were the course completion requirements  identified? | [ ]  Were you able to run the course from  home? |
| [ ]  Are the navigation instructions clear &  concise? | [ ]  Were you able to run the course using I.E./  Edge? |
| [ ]  Is it easy to navigate between pages? | [ ]  Were you able to run the course using  Safari? |
| [ ]  Do the hyperlinks and document links (if  any) work? | [ ]  Were you able to run the course using  FireFox? |
| [ ]  Are Baycrest internal (intranet) links clearly  identified? | [ ]  Were you able to run the course using  Google Chrome? |

Spelling & Grammar

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| [ ]  Are there any spelling errors? | [ ]  Has e.g. been used when meaning “for  example” or/ “such as” |
| [ ]  Are all abbreviated items identified in their  extended form at least once at the  beginning? | [ ]  Has i.e. been used when meaning “that is”  or/ “in other words” |
| Spelling & Grammar Cont’d |  |
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| [ ]  Is the course grammatically correct? | [ ]  Etc. is used sparingly and only after a listing  of at least 3 concrete examples |
| [ ]  When listing items there is a comma before  the and/or, for example:* The patient may be tired, sweaty, or dizzy.
* Sterilize the bottles, tubing, and trays.
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Formatting

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| [ ]  Bullet points are only capitalized if they are complete sentences, in which case they must end  in a period |
| [ ]  Check hyphenated words. Hyphens can change the meaning of a word; is it used correctly? |
| [ ]  Brackets: If the information inside the bracket is a full sentence, does it start with a capital  and have a period inside the bracket? |
| [ ]  Brackets: If the information inside is part of the bigger sentence is the period outside of the  bracket at the end? |
| [ ]  Emphasis: Quotations should not be used for emphasis, italics are acceptable and if strenuous emphasis is required ALL CAPS, **bolding**, and underlining are also acceptable. |

Course Content

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| [ ]  Are the objectives for the course clear? |
| [ ]  Does the course content support the objectives? |
| [ ]  Do the videos or pictures match the content with which they are paired? |
| [ ]  Do all media or interactions work properly? |
| [ ]  Do videos or other media load within an acceptable amount of time? |
| [ ]  Does the course have either a quiz or scenarios at the end? |
| [ ]  Were there instructions provided for the quiz/scenarios?Course Content Cont’d |
| [ ]  Were you advised of how many quiz questions would be presented? |
| [ ]  Were you advised of the score required to pass? |
| [ ]  Does the evaluation match the content and learning outcomes outlined? |
| [ ]  Is the working of the evaluation questions/scenario clear and concise? |
| [ ]  Did you receive feedback on each question with a rationale (not correct/incorrect)? |
| [ ]  Did you receive your score immediately following the quiz? |
| [ ]  Was a resource page included with instructions (contact information or link to intranet page)  for where and how to obtain additional support)? |

Aesthetics / Appearance

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| [ ]  Is the course visually appealing? |
| [ ]  Is the wording clear and concise? |
| [ ]  Is the course easy to read? |
| [ ]  Does the text crowd the screen, is there enough white space? |
| [ ]  Have long paragraphs been converted to bullets and audio narration where appropriate? |
| [ ]  Are the pictures and text aligned in a consistent manner? |
| [ ]  Is there are consistent font and font size used for headings and body text that meets AODA  standards? |
| [ ]  Is the course colour scheme aesthetically pleasing and meaningful to the content? |
| [ ]  Are all images and videos clear (no fuzzy or pixelated videos/imaged)? |