**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Evaluator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Course Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This checklist is intended as a final check before delivery to ensure that it is instructionally sound and functions correctly. While this checklist contains a functional check, it is assumed that the course will already have gone through extensive QA in beta cycles.

For each item, check **Yes** or **No** to indicate whether the course meets the requirement. As necessary, record notes in the Comments section.

# Course Checklist

### Course Introduction Checklist

|  |  |  |
| --- | --- | --- |
| Are course objectives clearly stated? | **Yes** | **No** |
| **Comments:** | | |
| Is there a clear statement of the relation of objectives to the learner’s job role? | **Yes** | **No** |
| **Comments:** | | |
| Is there a clear statement of prerequisites the learner must meet before taking the course? | **Yes** | **No** |
| **Comments:** | | |
| Does the course map clearly indicate the path the learner should take through the course? | **Yes** | **No** |
| **Comments:** | | |
| Is there a clear statement of what the learner will have to do to demonstrate mastery of course objectives? | **Yes** | **No** |
| **Comments:** | | |

### Module Checklist

|  |  |  |
| --- | --- | --- |
| Is there an introduction to the topic of the module? | **Yes** | **No** |
| **Comments:** | | |
| Are the module’s objectives clearly stated? | **Yes** | **No** |
| **Comments:** | | |
| Is there at least one screen of instruction for each objective? | **Yes** | **No** |
| **Comments:** | | |
| Is there a logical transition between topics? | **Yes** | **No** |
| **Comments:** | | |
| Is there an opportunity to practice activities related to module content (e.g., simulation, quiz)? | **Yes** | **No** |
| **Comments:** | | |
| Is there a summary of the module’s content, recapping the objectives and content covered to support them? | **Yes** | **No** |
| **Comments:** | | |

### Assessment Checklist

|  |  |  |
| --- | --- | --- |
| Is there an assessment item for each objective? | **Yes** | **No** |
| **Comments:** | | |
| Does each assessment item provide meaningful feedback on the learner’s performance? | **Yes** | **No** |
| **Comments:** | | |
| Does the assessment function correctly, giving expected correct/incorrect feedback? | **Yes** | **No** |
| **Comments:** | | |

### Functional Checklist

|  |  |  |
| --- | --- | --- |
| Are all graphics legible? | **Yes** | **No** |
| **Comments:** | | |
| Are all graphics free of errors? | **Yes** | **No** |
| **Comments:** | | |
| Do all navigational elements function correctly? | **Yes** | **No** |
| **Comments:** | | |
| Do all videos function correctly? | **Yes** | **No** |
| **Comments:** | | |
| Do all simulations function correctly? | **Yes** | **No** |
| **Comments:** | | |
| Are learner assessment results accurately reported? | **Yes** | **No** |
| **Comments:** | | |