

# THE ULTIMATE E-LEARNING DESIGN AND DEVELOPMENT CHECKLIST

COMPILED BY: FLIRTING W/ E-LEARNING

## INSTRUCTIONAL DESIGN

- Training Needs Analysis is complete
- Time and budget restraints are identified
- Primary and secondary audience analysis are completed
- Task analysis and task listing are completed
- Various instructional methods are used
- Objectives are clearly stated
- Objectives include measurable criteria
- Instructional content relates directly to objectives
- Course objectives are met
- Content is segmented into small chunks
- Information is logically grouped
- Major headings are clear and descriptive
- One-third of the content is presentation
- Two-thirds of the content is application & feedback
- Feedback is provided for questions answered
- Maximum of 5-7 bullet items per slide are used
- Summary for every piece of content
- Glossary used to define key concepts and terms
- Humor is used with care

## ASSESSMENTS/TESTS

- Assessments/tests are relevant and complete
- Assessments are challenging and realistic
- Various quiz methods/types are used
- Assessments/tests are used throughout
- Final assessment at the end
- Pass/fail marks are appropriate
- Feedback provided is adequate
- Feedback is presented within reasonable time
- Post course assessment/evaluation is included
- New content is not presented in assessments or in assessment feedback

## TECHNICAL

- Project load time is reasonable
- Shortcut keys have been defined
- An FAQ document has been created
- Hardware requirements have been identified
- Software requirements have been identified
- Dimensions are optimized for target audience
- Course is viewable in all web browsers
- Pages are easily printed
- Total time to complete has been calculated
- Contact information is available for questions

## ACCESSIBILITY

- Entire course can be navigated with keyboard
- All ALT tags have been used
- Text is provided for all non-text elements
- Video files have associated script or dialogue
- Captions provided for audio conveying content
- No flashes faster than 3 times per second
- No colors used to convey information
- No fine motor skills are required (large clickable areas, large field labels)

## NAVIGATION

- Main navigation is easily identifiable
- All navigation is correct sequence
- Hyperlinks are clearly identified
- All hyperlinks work
- Minimum use of external links
- Backward links to navigate to previous screens
- Number of navigation icons is reasonable
- Table of contents used to lay out the content
- E-learning has guided tour and/or map for further explanations

## GENERAL DESIGN

- Total design is uniform in appearance
- Branding/identity guidelines have been followed
- Use of logos is appropriate
- Colors used are consistent and suitable
- Color schemes were chosen for visibility & contrast
- Horizontal and vertical scrolling is avoided
- At least 50% of the screen is white space
- Icons are used to signify important concepts
- Patterns and textured backgrounds do not interfere with legibility

## FONTS

- Maximum of or three fonts used throughout
- Decorative fonts are only used for headings
- Body text uses sans serif fonts
- Appropriate line spacing is used
- Paragraph length is appropriate
- Font sizes are appropriate and easily readable
- Font colors visible against background color
- Styles and colors are consistent throughout
- Emphasis (bold, italics) is used sparingly
- Body text is left justified

## TESTING

- All links and buttons have been tested
- Accessibility features have been tested
- All audio has been tested
- All videos have been viewed in entirety
- Course tested in multiple browsers
- Course tested in various resolutions

## VIDEO & ANIMATION

- Use of animation and videos is appropriate
- Files are compressed/optimized
- Videos are consistent in quality, size and type
- Videos are legally owned

## AUDIO & NARRATION

- Narration is not exact text on the screen
- Narration is clear and concise
- Audio quality is high (not fuzzy or scrambled)
- Narrator sounds confident and knowledgeable
- Audio synced to the content
- Audio can be paused
- Volume can be muted
- Volume can be controlled by user

## TEXT CONTENT

- Language is clear and concise
- Complex sentences are avoided
- Spelling has been checked
- Grammar has been checked
- Language is culturally appropriate
- Tone is consistent throughout
- Tone is appropriate for the audience
- Text is gender neutral
- Content is not plagiarized
- Date formats, measurements, are consistent
- SME has verified content
- Facts, statistics, data are accurate
- Facts, statistics, data sources are identified
- Correct capitalization applies to units and acronyms
- Correct capitalization is used
- Punctuation is appropriate
- Content has been localized for all required languages

## GRAPHICS

- Graphics & images are meaningful
- All images resized and compressed
- Images use appropriate file type
- Photos are consistent in quality, size, type
- Images are all legally owned
- Software screen captures are up-to-date
- Screen captures do not contain personal information