Quality E-learning Checklist

Quality e-learning courses engage learners and help them gain new knowledge or skills. This checklist is designed to help you ensure and enhance the quality of an e-learning course.

This checklist can be used as part of a formative evaluation to ensure quality assurance before releasing your e-learning course to your learners.

For more information about e-learning best practices, refer to CDC's E-Learning Essentials.

I. Analysis

Requirements	Yes	No
Knowledge or skill identified is suitable for e-learning and for the target audience.		
Learning strategies are suitable to e-learning and for the target audience.		
Clear and measurable learning objectives are suitable for e-learning and the target audience.		

II. Interactivity

Requirements	Yes	No
The course contains activities to help convey concepts and check for understanding.		
Interactions engage and involve the learner.		
Interactions meet Section 508 Standards.		

III. Interface and Navigation

Requirements	Yes	No
All pages are numbered.		
Contents page or menu is included.		
Home and Exit buttons are available throughout.		
Course information tabs are available throughout.		
System requirements are clearly stated at the beginning.		
Tabs link to additional information (e.g., Resources, References, and Glossary), if applicable.		
Print and Close windows, icons, buttons, or links are included, as applicable.		
Interface and navigation elements follow standard practices and do not detract from learning.		
Interface and navigation meet Section 508 Standards.		

IV. Content Development

Requirements	Yes	No
Content matches course objectives.		
Content is accurate, succinct, and logical.		
Content meets the target audience's reading level.		

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Requirements	Yes	No
Course uses conversational style (e.g., active voice, present tense, and second person).		
Concepts are organized logically.		

V. Photographs and Graphics

Requirements	Yes	No
Images are relevant to the topic and audience.		
Images support text and help convey the message on the screen.		
Images are consistent in style.		
High-quality images are prioritized over quantity of images.		
Images engage the learner and do not distract from the message.		
Permission releases of images are obtained, if applicable.		
Use of images must follow the applicable copyright law.		
Elements must comply with Section 508 Standards.		

VI. Learner Assessment

Requirements	Yes	No
Assessment includes realistic scenarios or questions that match the learning objectives and overall goal of the course.		
Question development follows best practices, such as testing one idea per item, including only material relevant to the answer, and providing meaningful feedback that reinforces learning.		
Questions are well-constructed and follow rules for distracters, such as the use of reasonable distracters that are based on content within the course, and distracters that are similar to the correct answers in construction and length.		

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