E-Learning Review Checklist

A final review shall be completed by Training staff prior to approval. Testers may use this checklist to guide the E-Learning testing process. Actions can be captured in this [FORM](#) used to document the testing. Testers **must complete** the [FORM](#), this checklist is not required to be returned and is meant to be used to guide the process.

MET/ UNMET	QUALITY REVIEW CRITERIA	COMMENTS (INCLUDE SLIDE # REQUIRED FOR UNMET)
1.	**OBJECTIVES AND ASSESSMENTS**	
☐	Terminal Learning Objective (TO) contains condition-action-standard and is clearly stated	
☐	Enabling Learning Objectives (EO) are measurable, support the TO, and have appropriate condition, action and standard	
☐	Instructional content relates directly to objectives	
2.	**COURSE DESIGN**	
☐	Duke Energy branding utilized as outlined in the Duke Energy Brand Standard	
☐	Colors are consistent and suitable	
☐	Consistent use of fonts, no more than 3 fonts	
☐	Body text uses san serif fonts (ARIAL)	
☐	Formatting is aligned, nothing looks out of place	
☐	All buttons and hyperlinks look and behave the same	
☐	Design is cohesive throughout the course	
3.	**FUNCTIONALITY / NAVIGATION**	
☐	Previous and Next buttons work throughout	
☐	Hyperlinks, buttons, markers, layers work as expected	
☐	Page/Section Titles are correct	
☐	Timing for slides is correct (seekbar ends appropriately)	
☐	Where audio/video is present, volume option exists	
☐	Animations and transitions are smooth	
☐	Links to websites and documents work correctly	
4.	**CONTENT**	
☐	Course does not contain grammatical or spelling errors	
☐	Operational Experience is included and is recent and relevant (Date:)	
☐	There are clear and consistent instructions for interactions and videos where needed	
☐	Text is gender neutral and culturally appropriate.	
☐	Content emphasizes "need to know" over "nice to know"	
☐	Procedure references are accurate	
☐	Logos are the most recent version	
☐	Management expectations are reinforced	

E-Learning Review Checklist

MET/ UNMET	QUALITY REVIEW CRITERIA	COMMENTS (INCLUDE SLIDE # REQUIRED FOR UNMET)
☐	Activities, media and videos are relevant to learning objectives	
☐	Domestic and International standards/units are referenced and used in examples – appropriate naming is utilized	
5.	**MEDIA / NARRATION**	
☐	Images are relevant, sized correctly, and are of high quality	
☐	Graphics and images are meaningful and contain current, accurate information	
☐	Screen captures are free of personal data	
☐	Videos play all the way through and have acceptable audio levels	
☐	Audio is clear, does not contain background noise, and has a consistent volume	
☐	Audio can be muted	
6.	**COPYRIGHT**	
☐	Attributions are included where required	
7.	**ACCESSIBILITY**	
☐	There is appropriate contrast between background colors and text	
☐	Closed Captioning and/or transcripts are available for all audio/video	
☐	Closed Captioning and/or transcripts contains parenthetical direction as appropriate [applause, sirens, phone ringing, loudly, identity of speaker]	
☐	Images graphics contain meaningful Alt-Text	
☐	Color is not used *alone* to convey meaning	
8.	**ASSESSMENT**	
☐	Each Learning Objective is measured through assessment • At least one **knowledge check** is present for each enabling objective (more if appropriate) There is at least one **quiz/assessment** question for each enabling learning objective (more if appropriate to ensure knowledge transfer).	
☐	Feedback is provided for questions answered	
☐	Score is reported correctly for both pass and fail attempts	
9.	**HONOR PRINCIPLES -**	
☐	**How long will the work take?** Is the length of the course appropriate for the topic? Are all learning objectives appropriate? Can any content be eliminated? What is the training frequency? Is it appropriate for the difficulty and importance of the material? Should a "test out" option be applied?	

E-Learning Review Checklist

MET/ UNMET	QUALITY REVIEW CRITERIA	COMMENTS (INCLUDE SLIDE # REQUIRED FOR UNMET)
☐	**What is the Objective of the training?** Can the objective be obtained through dissemination of information, crew briefs, or using another method?	
☐	**Is this training Necessary?** Does it move the needle? Will it change behavior or close a performance gap? Is there a better way to achieve the same (or better) results? Is this training necessary for the entire assigned audience? Can the training population be reduced? Is the training a regulatory or legal commitment?	
☐	**What is the Outcome of the above questions?** What other questions need to be answered? How do we know this training is/will be effective?	
☐	**Does this training need to be Revised?** Is this training warranted as it is or should it be revised or eliminated?	