

# CHECKLIST: ELEARNING COURSE AUDIT

This worksheet is designed to help prevent you from overlooking any crucial areas of elearning course quality. Please see the blog post "[How to Audit Course Quality Like a Pro](#)" for more detail on each of these areas.

**COURSE TITLE:** \_\_\_\_\_

COURSE MATERIAL	✓	N/A
Clear learning objective(s) laid out at the beginning of the course		
The learning objective(s) align with the course content		
Content flows logically		
Reference source are properly credited, quoted, or cited		
Material (including statistics, facts, and dates) is up-to-date		
USER EXPERIENCE	✓	N/A
The course meets standards for accessibility		
Course has been localized to all applicable languages (including dialects, idioms, colloquialisms)		
A course table of contents is available		
All course links are easily visible and work		
Course is well-organized and easy to navigate		
Navigation links and buttons are limited to what's necessary		
Interactive elements are intuitive or have helpful directions in order to complete		
Captions are included for all audio and/or video elements		
Course is compatible with most common browsers and runs well on most computers		
Course loads within a reasonable amount of time		
USER ENGAGEMENT	✓	N/A
Course takes advantage of modern teaching technology		
Course includes interactive elements throughout		
Course engages multiple learning styles (kinesthetic, auditory, etc.)		
Situations or presented material are directly relatable to the learner		
Information is broken up into chunks or bite-sized modules (and possibly with short, relevant quizzes)		
A way for learners to check course progress is available		

DESIGN	✓	N/A
Consistent typeface is used throughout		
Images and videos are used to reiterate course material		
A consistent color theme is used throughout		
Layout isn't too crowded and has a good white space balance		
Elements such as headers, sub headers, bullets, and font styles (bold, italics, underline) are used throughout to break up material		
Designed with computer, tablet, and mobile devices in mind		
MEASUREMENT	✓	N/A
Instructor set learning goals at the beginning of designing the course		
Pre- and post-learning assessments are in place		
Assessments are clear, relevant, and effectively gauge learner's grasp of material and objective(s)		
Plans to gauge knowledge retention at specific periods after course completion are in place		
Both instructor and/or learner feedback systems are in place		

### COURSE AUDIT REFLECTIONS:

What are the course strengths?

What are the areas in need of improvement and actionable steps I can take to improve them?