



e-Learning Evaluation

Company

Course

Company

Contact: _____ Size: _____

Location: _____ # of Courses: _____

WebSite: _____ Price: _____

Phone: _____ Key Customers: _____

Other: _____

Platform

Browser: _____ Operating Systems: _____

Connection Speed: _____

Processor: _____ Sound Card: _____

RAM: _____ Plug Ins: _____

IT Resources: _____

Other: _____

Course Duration

Length: _____ # of Knowledge Interactions: _____

of Screens: _____ # of Scenario Interactions: _____

Other: _____



e-Learning Evaluation

	Status	Comments
Core Presentational Strategy		
➤ Screen text-driven		
➤ Audio-driven		
➤ Video-driven		
➤ Audio supplementary		
➤ Video supplementary		
Learning System Elements		
➤ Print materials		
➤ Assessments re: job roles and experience		
➤ Assessments re: knowledge and skills		
➤ Job Aids/FAQs		
➤ Mentors		
➤ Tech support (see category)		
➤ Links to external content/internet resources/hubs		
➤ Newsfeeds		
➤ Chat rooms		
➤ Synchronous training events		
➤ Push e-mails/newsletters		
➤ Company-specific policies and materials		
➤ ILT courses		
➤ Customization (see category)		
➤ Games		
Performance		
➤ Responsive		
➤ Minimal initial set up		
➤ Rapid screen changes		
➤ Synchronization of media elements		

e-Learning Evaluation

	Status	Comments
Course Structure		
➤ Course/lesson/topic or similar 3 level structure		
➤ 3 level structure consistently applied		
➤ Smallest unit should be in 5 to 8 minute chunks at the most.		
Navigation		
➤ Essential forward, back and options choices		
➤ Complete/Partial Learner Control		
➤ Lean and clean; 90% of space for learning presentation		
➤ Progress indication within topic		
➤ Bookmark functionality		
➤ Options can include: return to menu, glossary/key terms, Job Aids, FAQs, notes		
➤ Menu of lessons/modules record progress of completion		
➤ Should always be clear "what the student does next"		
Screen Design		
➤ Full screen presentation for learning material		
➤ Simple and clean; not cluttered with unneeded images or objects		
➤ No scrolling		
➤ Few colors that work well together		
➤ A few different templates to provide variety for text and graphic presentation		
➤ Judicious use of different fonts and colored text		

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	Status	Comments
Media Elements and Graphics		
➤ Part of a total graphic design		
➤ Optimized for target specifications and screen settings		
➤ Meaningful graphics that add value		
➤ Specific and unique role for media elements		
➤ Easy to navigate from one medium to the next		
➤ Close caption option		
➤ Audio production quality		
➤ Video production quality		
➤ Low and high bandwidth media options		
Interactivity and Feedback		
➤ Interactions throughout learning; not just at the end		
➤ Initial thought-provoking interaction to establish relevance		
➤ Frequency of interactions: learners should not go for more than 5 to 7 minutes without some form of questioning or interactivity		
➤ Type of interactions: including multiple choice, drag and drop, hot spot, simulations, and free response		
➤ Level of interactions: include interactions at the knowledge, skill and application to job levels.		
➤ Presentation interactions such as roll-overs and hot spots.		
➤ Feedback: if learner is right or wrong; what the correct answer is; and why		

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Instructional Structure		
➤ An introduction describing what will be learned and why it is important.		
➤ Many job-related examples		
➤ Materials are targeted to reading level, depth and experience of the audience		
➤ Summarize key learning points		
Content		
➤ Accurate		
➤ Current		
➤ Comprehensive		
➤ Meaningful		
➤ Link to objectives and course goals		
➤ Easy to update and maintain		
➤ Uniquely created		
➤ Credibility of developers		
Testing		
➤ Pre-assessment to determine what learners "do not yet know." (20 to 35 minutes)		
➤ A recommended study plan based on pre-assessment.		
➤ A post-test or mastery test to document learning outcomes.		
➤ All testing should be based on a Table of Specifications that links objectives to content to test items		
➤ Test engine that randomly assigns test questions to generated tests.		
➤ Randomized distractors within each item (preferred)		
➤ A test item pool that is at least two to three times the number of items in a particular test.		

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Tracking Aids for Students		
➤ Acknowledgement of registration		
➤ Lesson completion e-mails		
➤ Course completion e-mails		
➤ Access to all courses attempted/completed		
➤ In process e-mails		
Industry Standards		
➤ Granular course structure		
➤ Objective linked to content linked to assessment		
➤ Essentially compatible with IEEE, SCORM. AICC standards		
Reporting and Record Keeping		
➤ Simple and not overly complicated reports		
➤ Data that can be transported to LMS or other applications		
➤ Key activity and completion measures		
➤ Key learning outcome measures		
➤ Item analysis data on each item and the percentage of people choosing each possible answer.		
➤ ROI data		
➤ Visual representations (pie charts or bar graphs) of key results		
Unique Customization Features		
➤ An initial company specific message		
➤ Links within a course to company-specific examples, policies		
➤ Links to external sources of content		
➤ Tools to generate customer-specific messages		

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Implementation Services		
➤ Print Guides/Aids		
➤ Tools and Templates		
➤ Training		
➤ On-site Consulting Services		
Support		
➤ Free/Fee structure		
➤ Hours available		
➤ Toll-free phone		
➤ Internet support		
➤ Response time policy		
➤ Single point of contact		

Overall Evaluation

Strengths

1. _____
2. _____
3. _____
4. _____
5. _____

Weaknesses

1. _____
2. _____
3. _____
4. _____
5. _____

Industry Positioning

- Outstanding
- Good
- Average
- Fair
- Poor