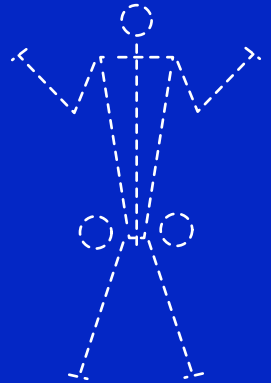




Course Quality Assurance Checklist



Course Name: _____

Course SIS Code: _____

Teacher: _____

School: _____

Evaluator: _____

Review Date: _____



Content Mapping	Yes	No	Unrequired (Provide reasons)
Source Document is available/acquired	<input type="checkbox"/>	<input type="checkbox"/>	
Perusal and Analysis of the Source Document is complete	<input type="checkbox"/>	<input type="checkbox"/>	
All pieces of content have been mapped to standard core elements: <ul style="list-style-type: none"> • Preparation • Acquire your Knowledge and Skills • Practice Quiz • Conclusion • Graded Test • Additional Resources 	<input type="checkbox"/>	<input type="checkbox"/>	
All content pieces have been numbered sequentially into units, sub-units, and sub-sub-units	<input type="checkbox"/>	<input type="checkbox"/>	
All identified modules have been named	<input type="checkbox"/>	<input type="checkbox"/>	
All identified units, sub-units, and sub-sub-units have been named	<input type="checkbox"/>	<input type="checkbox"/>	
Content development approaches/methods/strategies have been identified for all content pieces	<input type="checkbox"/>	<input type="checkbox"/>	
Required multimedia elements for content development have been identified	<input type="checkbox"/>	<input type="checkbox"/>	
All links to documents are live/functional	<input type="checkbox"/>	<input type="checkbox"/>	
All documents are organised into module(s) and course(s) folders	<input type="checkbox"/>	<input type="checkbox"/>	
All folders are numbered and aligned to module mapping	<input type="checkbox"/>	<input type="checkbox"/>	
Content Mapping has been signed off	<input type="checkbox"/>	<input type="checkbox"/>	

Content Development	Yes	No	Unrequired (Provide reasons)
All content pieces for a module have been created on a 'Master File' (one Master Document)	<input type="checkbox"/>	<input type="checkbox"/>	
Content pieces have been created and arranged sequentially on the 'Master File'	<input type="checkbox"/>	<input type="checkbox"/>	
Storyboards have been created for required video/audio productions for the module(s)	<input type="checkbox"/>	<input type="checkbox"/>	
Scripts have been created for video/audio productions	<input type="checkbox"/>	<input type="checkbox"/>	
Storyboards have been created for required static designs for the module(s)	<input type="checkbox"/>	<input type="checkbox"/>	
Relevant links to storyboards for a module or modules have been provided hyperlinks in the 'Master File'	<input type="checkbox"/>	<input type="checkbox"/>	
Relevant design instructions for static designs and interactivity creations have been provided in the 'Master File'	<input type="checkbox"/>	<input type="checkbox"/>	
All quizzes have been created for the module(s)	<input type="checkbox"/>	<input type="checkbox"/>	
Links to Quiz documents have been provided hyperlinks in the 'Master File'	<input type="checkbox"/>	<input type="checkbox"/>	
Relevant links to downloadable pieces to be added during migration have been provided in the 'Master File'	<input type="checkbox"/>	<input type="checkbox"/>	
The language used for instruction is appropriate for the grade served	<input type="checkbox"/>	<input type="checkbox"/>	
Appropriate copyright practice is followed for usage of images, videos, and other outsourced materials	<input type="checkbox"/>	<input type="checkbox"/>	
Proper attribution is given for usage of outsourced materials	<input type="checkbox"/>	<input type="checkbox"/>	
Parental Guidance considerations are taken into account in the creation and development of content	<input type="checkbox"/>	<input type="checkbox"/>	
Language and grammar checks are done for all content pieces upon completion of development	<input type="checkbox"/>	<input type="checkbox"/>	
Naming conventions for all content pieces as well as files and folders have been properly adhered	<input type="checkbox"/>	<input type="checkbox"/>	

Content Migration	Yes	No	Unrequired (Provide reasons)
Creation of Course Account on LMS is done	<input type="checkbox"/>	<input type="checkbox"/>	
Configuration of Visible and Hidden Functions on LMS for Users is done	<input type="checkbox"/>	<input type="checkbox"/>	
Correct arrangement of Modules on Landing Page of Course is done	<input type="checkbox"/>	<input type="checkbox"/>	
Course Grading Scheme is applied to the course	<input type="checkbox"/>	<input type="checkbox"/>	
Colour schemes, Logos, Banners on Landing Page of Course are created correctly	<input type="checkbox"/>	<input type="checkbox"/>	
Migration of all content pieces from word document onto LMS is done successfully	<input type="checkbox"/>	<input type="checkbox"/>	
Each Course has a ‘Home’ page with an introductory paragraph to the Course ‘OR’ Each Course has a ‘Home’ page with an introductory video to the Course	<input type="checkbox"/>	<input type="checkbox"/>	
Each Course has a ‘Home’ page with functional buttons of <ul style="list-style-type: none"> ● Getting Started ● Modules ● Quizzes ● Grades 	<input type="checkbox"/>	<input type="checkbox"/>	
Each Course has a ‘Getting Started’ page detailing <ul style="list-style-type: none"> ● How the Course Works ● Learning Outcomes ● Course Layout ● Assessments ● Required Texts 	<input type="checkbox"/>	<input type="checkbox"/>	
Each Course has all the elements of <ul style="list-style-type: none"> ● Preparation ● Acquire your Knowledge and Skills ● Practice Quiz ● Conclusion ● Graded Test ● Additional Resources 	<input type="checkbox"/>	<input type="checkbox"/>	
Relevant Course Banners on all pages are inserted	<input type="checkbox"/>	<input type="checkbox"/>	
Correct Sequencing/Alignment of content pieces on LMS is done	<input type="checkbox"/>	<input type="checkbox"/>	

Correct Naming and Sub-naming of all Modules on LMS is done	<input type="checkbox"/>	<input type="checkbox"/>	
Correct font, size, and indentation of Heading 1 on LMS are ensured	<input type="checkbox"/>	<input type="checkbox"/>	
Correct font, size, and indentation of Heading 2 on LMS are ensured	<input type="checkbox"/>	<input type="checkbox"/>	
Correct font, size, and indentation of Heading 3 on LMS are ensured	<input type="checkbox"/>	<input type="checkbox"/>	
Correct font, size, and indentation of Heading 4 on LMS are ensured	<input type="checkbox"/>	<input type="checkbox"/>	
Correct font, size, and indentation of paragraphs on LMS are ensured	<input type="checkbox"/>	<input type="checkbox"/>	
Correct attribution of outsourced videos is ensured	<input type="checkbox"/>	<input type="checkbox"/>	
Correct layout of each page is done	<input type="checkbox"/>	<input type="checkbox"/>	
Each page is not heavily scrollable	<input type="checkbox"/>	<input type="checkbox"/>	
Multimedia pieces such as images are correctly placed	<input type="checkbox"/>	<input type="checkbox"/>	
Multimedia pieces such as videos are accurate in content and playable	<input type="checkbox"/>	<input type="checkbox"/>	
Multimedia pieces such as interactivities are embedded correctly and interactable	<input type="checkbox"/>	<input type="checkbox"/>	
All quizzes are attemptable	<input type="checkbox"/>	<input type="checkbox"/>	
All quizzes have been timed/untimed or restricted/unrestricted as per requirements	<input type="checkbox"/>	<input type="checkbox"/>	
All quizzes have been marked graded or ungraded as per requirements	<input type="checkbox"/>	<input type="checkbox"/>	
IF ANY, there is a video/image/gif to signify conclusion of course	<input type="checkbox"/>	<input type="checkbox"/>	
Sanity check of correct grammar and language for all the pages is conducted on LMS	<input type="checkbox"/>	<input type="checkbox"/>	
An introductory announcement has been made	<input type="checkbox"/>	<input type="checkbox"/>	

Discussion Board (if in use) <ul style="list-style-type: none"> There is clear behavioural guidance There are clear instructions and guidelines for the discussion board Appropriate settings relevant to the discussion topic have been enabled 	<input type="checkbox"/>	<input type="checkbox"/>	
All buttons are checked and functional	<input type="checkbox"/>	<input type="checkbox"/>	
Locking systems are ensured and put in place in the form of pre-requisites, as per requirements	<input type="checkbox"/>	<input type="checkbox"/>	
All changes made to the blueprint course have been synced with all sub-accounts	<input type="checkbox"/>	<input type="checkbox"/>	

IT Essentials and Standards	Yes	No	Unrequired (Provide reasons)
School sub-account is set up	<input type="checkbox"/>	<input type="checkbox"/>	
School account is rooted to correct hierarchy	<input type="checkbox"/>	<input type="checkbox"/>	
School account has custom branding <ul style="list-style-type: none"> School Logo Theme 	<input type="checkbox"/>	<input type="checkbox"/>	
The school account has all the Live Courses <ul style="list-style-type: none"> Maths 9 Science 9 Maths 10 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Science 10 TTC Course 			
All Live courses are associated with LIVE BLUEPRINT Courses	<input type="checkbox"/>	<input type="checkbox"/>	
Homepage is set for all courses	<input type="checkbox"/>	<input type="checkbox"/>	
Course SIS ID is set			
Course Name/Code /Schema/Term is set and applied correctly	<input type="checkbox"/>	<input type="checkbox"/>	
Teachers' Emails are verified and valid			
Users.csv for teachers are configured correctly for upload	<input type="checkbox"/>	<input type="checkbox"/>	
All teacher users have the correct SIS ID/Login/Password	<input type="checkbox"/>	<input type="checkbox"/>	

Teachers are enrolled on their assigned courses respectively <ul style="list-style-type: none"> • K-12 as High School Teacher user • Higher education as a Teacher user • TTC course as a Student User 	<input type="checkbox"/>	<input type="checkbox"/>	
All links in the HomePage is Live	<input type="checkbox"/>	<input type="checkbox"/>	
Images and files are published and accessible for all users	<input type="checkbox"/>	<input type="checkbox"/>	
Student emails are verified and valid	<input type="checkbox"/>	<input type="checkbox"/>	
All students have an SIS ID	<input type="checkbox"/>	<input type="checkbox"/>	
Users.csv for students is configured correctly for upload	<input type="checkbox"/>	<input type="checkbox"/>	
All students have a login account/password	<input type="checkbox"/>	<input type="checkbox"/>	
Students are enrolled into their respective courses	<input type="checkbox"/>	<input type="checkbox"/>	

Evaluator Use Only: Record any Comments/Feedback in the space below:

Content Mapping	Content Development	Content Migration	IT Essentials and Standards





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