

Virtual Class Design Quality Checklist

Program Name _____

Reviewed by _____

Area	Noted?	Comments
<i>Establishes learning framework</i>	<input type="checkbox"/> Overall program design appropriate for desired learning results <input type="checkbox"/> “Logistics” of the program design is appropriate for learning outcomes (i.e. timing, # of sessions, # of participants, etc)	
<i>Includes Learning Objectives</i>	<input type="checkbox"/> Lists clear, measurable learning objectives related to participants job/performance expectations <input type="checkbox"/> Program activities reinforce the learning objectives	
<i>Develops interactivity</i>	<input type="checkbox"/> Creates opportunities for interaction with appropriate frequency (about every 4 min) <input type="checkbox"/> Program activities are designed to engage <input type="checkbox"/> Topic and activity sequence are appropriate for learning	
<i>Materials</i>	<input type="checkbox"/> Participant materials are formatted appropriately and promote learning transfer <input type="checkbox"/> Visual aids support best practices of minimal text and engaging graphics <input type="checkbox"/> Facilitator/Producer guides provide clear direction and guidance	
<i>Measures success</i>	<input type="checkbox"/> Learning objectives are central focus of program design <input type="checkbox"/> Program activities check for knowledge and learning transfer	
<i>Uses technology effectively</i>	<input type="checkbox"/> Uses all available classroom tools <input type="checkbox"/> Creates variety of interaction using the tools	
<i>Other</i>	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	