

# Design Checklist for eCBIL™ Breeze eLearning

**Program:** \_\_\_\_\_

*Please determine whether the program meets the following criteria. If you have additional comments about an item, write the item number and your comment on a separate page.*

Y/N	Criteria
	Content
	1. Right amount and quality of information.
	2. Content meets the defined objectives.
	3. Content organization is logical.
	Instructional Design
	4. Course designed in such a way that users will learn.
	5. Course objectives clearly defined and tangible.
	6. Chunking of information.
	Interactivity
	7. User engaged through the opportunity for their input.
	8. Amount of interactivity is appropriate.
	9. Quality of interactivity is good.
	Navigation
	10. Appropriate use of icons and/or clear labels so that user's don't have to read excessively to determine program options.
	11. Clarity and adequacy of navigation controls.
	Motivational Components
	12. Program engages the user through novelty, humor, game elements, testing, adventure, unique content, surprise elements, etc.
	13. Metaphor, if used, effectively helps the learning process.
	14. Progress indicator.
	Use of Media
	15. Program effectively (if appropriate) employs: <input type="checkbox"/> Text, graphics <input type="checkbox"/> Animation <input type="checkbox"/> Special visual effects <input type="checkbox"/> Audio (voice, music, sound effects) <input type="checkbox"/> Video

Y/N	Criteria
	Evaluation
	16. Mastery of a section required before proceeding to later sections.
	17. Section quizzes or final exam
	18. Quality of the testing modules
	19. Testing is relevant to the real world performance objectives
	Aesthetics
	20. Program is attractive and appealing to the eye and ear.
	21. Design of the interface (simple, uncluttered, symmetry of objects such as headings, menu bar, etc). Screens do not look too busy.
	Tone
	22. Program designed for employees within all levels in an organization.
	23. Program avoids being condescending, trite, etc.