orgwide
custom
learning
solutions

Phase 5: Testing and Delivery

Editing Checklist

ELEMENT	ACTION	✓ 1	✓ 2	✓ 3
Course Structure	Does the course have a title screen?			
	Does the Introduction state the overall course goals or objectives?			
	Is the context of the course defined in the introduction?			
Lesson Structure	Are there transition screens between lessons?			
	Are the lesson objectives clearly stated?			
	Are screen templates used appropriately?			
	Do graphics effectively illustrate the content on each screen?			
	Are headings used to introduce new topics and/or screens?			
	Are page titles and/or page numbers consistent?			
Quiz	Have quiz questions been included where appropriate?			
	Are quiz directions clear and intuitive?			
	Are the correct answers selected?			
	Are feedback screens used effectively?			
Voice	Is active voice used whenever possible?			
Formatting	Are all screens formatted consistently (font type/size)?			
	Are all lessons numbered correctly?			
	Are lesson titles formatted consistently?			
	Is bold text used appropriately?			
	Are italics used appropriately?			
	Are all words appropriately left-aligned within paragraphs?			
	Are graphics sized appropriately for each template?			
Line Spacing	Is the line spacing consistent across and between screens?			
Bullets	Are bullet types consistent within and across screens?			
	Are bullets indented consistently across screens?			
	Are bullets bold if bulleted text is bold?			
	Is enumeration used, when appropriate, to represent a sequence?			
Correct Use of Dash	Is the em dash used correctly (e.g., to set clause off—like this)?			
	Is the en dash used to separate numbers – 2?			
Punctuation	Has all punctuation been double-checked?			
Trademarks	Are trademarks used consistently where required (e.g., Visa®)?			
Spell Check	Has a thorough spell-check been completed?			
Use of "Continued"	(*continued on next screen*)			
	(*continued from previous screen*)			