XX-XX-CL COURSENAME: | **Computer OS version:** | **QA Tester:**

Content version name in LMS: | **Browser and version number:** | **Date(s):**

In this section, note any corrections to text for each section (CC, transcript, slide text.) Be sure to include the slide name or a description.

Text on Title Slide:

CC:

Transcript:

Text on Slides:

Navigation Lock Type
☐ UNLOCKED ☐ RESTRICTED ● LOCKED

Player Options
CC, full screen, transcript, resources

☐ APPROVED ● CHANGES REQUIRED

Menu Items
Spelling, capitalization, punctuation

☐ APPROVED ● CHANGES REQUIRED

Test Controls
Confirm that you have tested the functionality of these controls

☐ Previous ☐ Pause ☐ Reset ○ APPROVED ◉ CHANGES REQUIRED

Seekbar Behavior
○ DRAG AFTER COMPLETION ○ OTHER

Button Function
Hover/down colors, intended purpose

☐ APPROVED ☐ CHANGES REQUIRED

Minimize Behavior
Course pauses when minimized

☐ APPROVED ☐ CHANGES REQUIRED

Resource Tab
Contents:

Check links/documents: ◉ APPROVED ○ CHANGES REQUIRED

Bookmarking
Course resumes where you left off after closing

☐ APPROVED ● CHANGES REQUIRED

Miscellaneous (special features not included on this form – describe here)
◉ APPROVED ○ CHANGES REQUIRED ○ N/A

Completion Status

Fail quiz – close – course status	Pass quiz – close – course status	Form 21 Course Status @ end	Moves to history in ESS	Resume after completion
○ IN PROGRESS ○ COMPLETE	◉ IN PROGRESS ○ COMPLETE	◉ IN PROGRESS ○ COMPLETE	○ YES ○ NO	what slide does the course open to?

Changes required for approval:

Retesting: Confirming all required changes were addressed

If you retest multiple times, use a new column for each test. Duplicate this page as needed.

Date:		Date:		Date:	
Tester:		Tester:		Tester:	
Current content version name and number:		Current content version name and number:		Current content version name and number:	
List all expected changes:		List all expected changes:		List all expected changes:	
List any remaining necessary changes:		List any remaining necessary changes:		List any remaining necessary changes:	
◯ VERSION APPROVED	◯ CHANGES REQUIRED	◯ VERSION APPROVED	◯ CHANGES REQUIRED	◯ VERSION APPROVED	◯ CHANGES REQUIRED

JAWS Testing

Use page 2 to document any JAWS retests.

Slide Names

Slide names should be succinct, clear and descriptive with minimal punctuation.

List any recommended changes here.

APPROVED ◯ CHANGES REQUIRED ◯

Button Names

Button name should match function.

List any incorrectly name buttons here.

APPROVED ◯ CHANGES REQUIRED ◯

Text on Screen

JAWS should read the legal disclaimer, directions, knowledge check questions/answers, quiz questions/answers and feedback layers.

List any recommended changes here.

APPROVED ◯ CHANGES REQUIRED ◯

Keyboard Navigation

Navigate the course using only keyboard commands. Note any tricky areas.

List any recommended changes here.

APPROVED ◯ CHANGES REQUIRED ◯

Focus Order

The focus order determines the order in which JAWS will recognize elements, which typically would be expected to be *left to right, top to bottom.*

List any recommended changes here.

APPROVED ◯ CHANGES REQUIRED ◯

Resource Check

For any attached resources, use JAWS to confirm the document is accessible.

List any recommended changes here.

APPROVED ◯ CHANGES REQUIRED ◯

General JAWS comments –

Note any areas that were tricky, distracting, confusing or frustrating during your JAWS experience but not covered in the prior checks. You can also leave general comments here.

Overall JAWS testing:

Does the shark approve?

APPROVED ◯ CHANGES REQUIRED ◯

Computer – Secondary Browser

Computer OS version:

Browser and version:

	APPROVED	CHANGES REQUIRED
Fail – close course – "in progress"		
Pass – close course – "complete"		
Return to course – resume – results slide		
Moves to history in ESS		
Form 21 status complete		

General Functionality Notes:

Mobile Device - Phone

Device model:

Device OS version:

Browser and version:

	APPROVED	CHANGES REQUIRED
Prevent offline progress		
Zoom		
Rotate		
Fail – close course – "in progress"		
Pass – close course – "complete"		
Return to course – resume – results slide		
Moves to history in ESS		
Form 21 status complete		
Swipe function off?		

General Functionality Notes:

Mobile Device - Tablet

Device model:

Device OS version:

Browser and version:

	APPROVED	CHANGES REQUIRED
Prevent offline progress		
Zoom		
Rotate		
Fail – close course – "in progress"		
Pass – close course – "complete"		
Return to course – resume – results slide		
Moves to history in ESS		
Form 21 status complete		
Swipe function off?		

General Functionality Notes:

Additional Notes:

Documentation of Known Quirks

To document our acknowledgement of any known quirks, errors, issues, etc.

Explanation of issue	Approved by:

Big blank page just in case you need to type some stuff.