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| **Quality Assurance Checklist for Virtual Course Material** | | | |
| **Course code**: | **Title:** | | |
| **Completion date:** | **Verified by:** | | |
| **Course Slides** | | **√** | **Tracking / Comments/ To do** |
| Template language  *Template should be in the same official language as the course* | |  |  |
| Course title slide  *A course title slide should show the course code and name, the session number if applicable and a photo (no clipart) which represents the topic well.* | |  |  |
| Slide footer  *Course code, title and myschool.gc.ca*  *Font size should be 10pts* | |  |  |
| Ground rules slide  *Slide should generally include no more than 5 rules.* | |  |  |
| Slide Mask  *Font should be Verdana, Century or Futura*  *Title sections should be well-positioned and proportioned.* | |  |  |
| Font consistency  *Font should be consistent throughout slides. Commonly used fonts include Verdana, Futura or Century* | |  |  |
| Quality of language  *Slides should be proofread and free of grammatical, spelling or translation errors.* | |  |  |
| Consistent look and feel of images  *Images should have an overall consistent look and feel to them. A mix of both clipart-type image and photos should be avoided when possible.* *Flag improvement needs in comment box along with slide numbers if need be. Images can be purchased via iStockphoto.com* | |  |  |
| File name  *Axxx\_SessionSlides\_SX\_EN* | |  |  |
| **Instructional design** | | | |
| Course objectives  *The course objectives should be clearly introduced to participants* | |  |  |
| Interactions  *Interactions should occur on a regular basis. Interaction may include a wide range of possibilities (discussion, green check or red X, chat activity, poll, whiteboard, etc).Best practices recommend an interaction every 3-5 minutes.* | |  |  |
| Minimum use of text on slides  *An overuse of text on slides may disengage the audience and lead to more reading rather than interactions. Text should be kept to a minimum and provided in the facilitator and/or participant guides instead.* | |  |  |
| Additional improvements  Please track any additional improvements made/suggested. | |  |  |
| **Facilitator Guide** | | **√** | **Tracking / Comments/ To do** |
| Template language  *Template should be in the same official language as the course* | |  |  |
| Course introduction  *The course introduction should provide overall objective and intended audience of the course* | |  |  |
| Course objectives  *Enabling objectives should be indicated* | |  |  |
| Course duration  *No. of sessions (multi-session)and session durations should be indicated* | |  |  |
| Facilitator reminders  *A generic set of preparatory reminders should be included in every facilitator guide.* | |  |  |
| Page set-up  *Page set-up should change to landscape for the session plan* | |  |  |
| Slide column  *Bold slide title, automated numbering and a slide capture for each slide* | |  |  |
| Facilitator notes  *The facilitator notes should be complete and clear enough for any instructor taking on this course. Refer to the original classroom content if information is lacking.* | |  |  |
| Producer notes  *Any technical support requirements should be indicated in Producer Notes column. Instructions should be clear and free of mistakes.* | |  |  |
| Timing  *Indicates start time of slide, not duration. Approximate timing should be representative of the time required to facilitate the slide and provide technical instructions (if needed). Time spent on 1 slide should never be more than 5 minutes.* | |  |  |
| Quality of language  *Guide should be proofread and free of grammatical, translation and spelling errors.* | |  |  |
| File name  *Axxx\_FacilitationGuide\_EN* | |  |  |
| **Participant Manual** | | **√** | **Tracking / Comments/ To do** |
| Manual template  *Template should be in the same official language as course* | |  |  |
| Title page  *Course code/Title/Virtual Participant Manual* | |  |  |
| Table of contents  *Update table of contents when guide is complete* | |  |  |
| Welcome section  *A brief generic introduction to the CSPS virtual classroom should be provided.* | |  |  |
| Course introduction  *A brief introduction to the course should be provided. Original classroom material may be used as basis for introduction.* | |  |  |
| Intended audience  *The intended audience for the course should be indicated.* | |  |  |
| Course structure  *Should include number of sessions, session durations and any pre-course or inter-session assignments* | |  |  |
| Heading styles  *Heading 1for section titles*  *Heading 2 for topic titles*  *Heading 3 for activities* | |  |  |
| Pre-course assignment  *If the course content includes pre-reading or other pre-course work it should be available prior to the session content section.* | |  |  |
| Font  *Body text should follow template font throughout document (Futura Lt)* | |  |  |
| Thematic sections  *Each main course topic should be addressed in the participant manual. Each section should provide introductory and/or background information related to the topic. Original classroom content may be of use should introductory information be incomplete. Any graphs, tables, diagrams presented in the course should be provided in the manual.* | |  |  |
| Note sections  *Notes sections with lines should be provided throughout the guide. (1/topic section)* | |  |  |
| Supplementary materials  *Supplementary materials such as job-aids, glossaries, hand-outs may be provided in annex* | |  |  |
| Quality of language  *The entire guide is free of spelling, grammatical, structural and translation errors.* | |  |  |
| Images  *Some slide images may be reused in the participant guide. Image recalls help participants follow their manual with more ease while attending the session.* | |  |  |
| File name  *Axxx\_Participant Manual\_EN* | |  |  |
| **Invitation email** | |  | **Tracking / Comments/ To do** |
| Schedule  *Course dates, no. of sessions (multi-session)and session durations should be indicated* | |  |  |
| Time zones  *Clearly indicate the course schedule in all time zones* | |  |  |
| Participant link  *Include the link to the virtual classroom session* | |  |  |
| Session password  *Password should be bilingual and all lowercase (i.e. canada)* | |  |  |
| Technical instructions  *All technical instructions are included, such as how to download the virtual classroom plugin, link to the platform, audio information)* | |  |  |
| Technical support contact info  *Provide a contact name, email address and phone number for technical support* | |  |  |
| Pre-session assignments  *Any pre-session assignments are included, with clear instructions* | |  |  |
| **Intersession email (if applicable)** | |  | **Tracking / Comments/ To do** |
| *Provide assignments with clear instructions* | |  |  |
| **Post-session email** | |  | **Tracking / Comments/ To do** |
| *Provide post-session assignments (if applicable) and next steps* | |  |  |
| **Prep and admin** | | **√** | **Tracking / Comments / To do** |
| Breakout session instructions  *Breakout activity instructions are clearly provided (automatic or manual configuration, number of groups or number of people per group ). Include these details in the prep and admin document* | |  |  |
| Poll  *If poll/survey is part of the course activities, it should be indicated in the prep and admin document. The poll/survey needs to be created and saved ahead of time in the appropriate format* | |  |  |
| Other  *Any other special configuration or session option requirements should be indicated* | |  |  |
| File name  *Axxx\_Prep and admin\_SX\_En* | |  |  |
| **Accessibility** | |  |  |
| All course material meets WCAG 2.0 AA standards | |  |  |
| **PDFs** | |  |  |
| *All final versions of guides should be converted to PDF format* | |  |  |
| **GcDocs** | |  | **Link to folder/Comments** |
| All final content (PDF, Word and PPT formats) should be uploaded to appropriate folder in GcDocs  *Each document must be properly named and have adequate descriptions.*  *Subfolders should be by language, then course content and participant material* | |  |  |