**End User Testing: Standalone Online Course Version**

**Directions**: It is a best practice to have a reviewer go through your course to check it from a Learner’s perspective. Contact T&OD to have yourself, and whoever else will be reviewing your course, added to the “internal” audience temporarily. They will place a checkmark next to each item that is built/working correctly. If an item is missing or not functioning properly, they will note this in the space provided. You will use this form to correct/update your online course.

**Course Code and Name of Online Course being checked**:

**Reviewer name**:

**Today’s date**:

**Searching**

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| **Items to Check** | **Comments**  |
| [ ]  I can locate the training using the **Activity Search** box. |  |
| Upon locating the training, I see the following information:[ ]  Correct name[ ]  Correct course code (UF\_ABC123\_OLT)[ ]  Correct course description |  |

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| [ ]  When I click the course name, I am taken to the **Activity Summary** page where I can see the following:[ ]  The **Contact** field appears and displays the following at least your department and phone number.[ ]  The **Library Details** field shows the various categories the training has been assigned. [ ]  The **Prerequisites** field appears showing appropriate information. NOTE: This field will NOT appear if the course has no prereqs.  |  |

**Starting/Ending the Course**

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| **Items to Check** | **Comments**  |
| [ ]  The SCORM package plays in a new tab.  |  |
| [ ]  Only elearning application-produced navigation menus and buttons appear on the course interface. |  |
| [ ]  I have clicked all links/buttons in the course and there is nothing broken.  |  |
| [ ]  I am able to navigate to the last page of the course.  |  |
| [ ]  For standalone courses ***without*** internal assessments, the last page of the course includes standard verbiage related to successfully completing the course and a “Update Transcript” or “Close” type of button.[ ]  For standalone courses ***with*** internal assessments, the being assessment page includes standard verbiage related to successfully completing the final assessment, the required minimum percentage needed and a button/link to being the internal assessment. Example:[ ]  The course provides feedback on which questions the participant got right and wrong typically as a percentage. |  |
| [ ]  When I click the **Close** button, the course content closes, and I am returned to the **Activity Details** page.  |  |
| [ ]  The “**Required by Parent**” verbiage does **NOT** appear on **Activity Details** page. |  |
| [ ]  The online course displays as “**Attended**” in the Training Transcript.  |  |

**Design Standards**

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| **Items to Check** | **Comments**  |
| [ ]  Title page includes the course code and title.  |  |
| [ ]  The “reason” for the course is listed, either in the target  audience or as a separate line.Note: For compliance training add a line for why required: "state laws to receive this training/ BOG mandated all employees take" |  |
| [ ]  Course is easily navigable forwards and backwards. |  |
| [ ]  Learning Objectives are clearly stated at the beginning of the course.  |  |
| [ ]  All buttons work correctly. |  |
| [ ]  Accessibility standards [ ]  First slide has a screen reader and next button.[ ]  Accessibility slide with a PDF of the course and screen reader  button is provided at the beginning of course **(for Articulate  Storyline and Adobe Captivate).**[ ]  Accessibility descriptions are on next, back, menu, or any  other buttons **(for Articulate Storyline and Adobe Captivate).**[ ]  Transcript or closed captioning is included with any audio  elements.[ ]  Screen reader audio is set for each slide **(for Articulate  Storyline and Adobe Captivate).**[ ]  Learning dependent images include accessibility descriptions  (alt tags).[ ]  Text is readable with appropriate contrasting colors. [ ]  No red text is used. Check against <https://webaim.org/>  |  |
| [ ]  Hyperlinks [ ]  Work correctly[ ]  Open in a new browser window[ ]  Appropriate text is linked, not the full URL |  |
| [ ]  Ensure all interactions and media elements work.  |  |
| [ ]  Course contains the ability for learner to check their understanding. |  |

[ ]

**Checking your Training Transcript**

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| **Items to Check** | **Comments**  |
| [ ]  My **Training Transcript** should show the online course has been attended. For those with internal assessments, the achieved score should appear in the Score column as well. Example:Example of training completion on transcript.  |  |

**NEXT STEP for myTraining Partner:**

**For Courses Ready to Launch:**

* If there are NO issues with this course, please contact T&OD at training@ufl.edu with the Subject Line of [Your Name], [Name and Activity Code of Course] to flip the audience.