Online Training Scorecard

	Sufficiently Present	Minor Revision	Moderate Revision	Major Revision	Not Applicable	Action Plan
	4	3	2	1	NA	
Course Overview						
Course includes Welcome and Getting Started content						
Course provides links to resources						
Course objectives are clearly defined and activities align						
Design and Layout						
A logical, consistent, and uncluttered layout is established that is easy to navigate.						
Large blocks of information are divided into manageable sections with ample white space around and between the blocks.						
There is enough contrast between text and background for the content to be easily viewed.						
Instructions are provided and well written.						
Text is formatted with titles, headings, and other styles to enhance readability and improve the structure of the document.						
Flashing and blinking text are avoided.						
Content And Activities						
Course offers engaging resources that deliver content, and support learning and engagement.						
Course provides activities that emulate real world applications.						
A text equivalent for every non-text element is provided ("alt" tags, captions, transcripts, etc.).						

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Assessment						
Course includes frequent and appropriate methods to assess learners' mastery of content.						
Criteria for the assessment of a graded assignment are clearly articulated.						
Learners have opportunities to review their performance and assess their own learning throughout the course						
Total						
Subtotals	0	0	0	0		
Grand Total						0
Overall Feedback						

Acceptable Scores are outlined below:

A score of 45 or lower must be reevaluated after changes are made.

There should be no major revisions checked.

There should be no more than 3 moderate revisions required.

There should be at least 4 Sufficiently Presents.