

Quality Assurance (QA) Checklist Template

Module 1

Course Content

Determine whether the course contains comprehensive information and resources for successful learning and meets appropriate ethical and legal requirements.

Criteria	Criteria Met?		If No: Location and Summary of the Issue
	Yes	No	
The course provides key learning information such as goals, learning objectives, and/or standards, as well as course materials, supplemental textbooks, and reading lists.	[Text]	[Text]	[Text]
Are all online courses aligned with state/national academic standards?			
Do courses have clearly stated learning objectives and outcomes?			
Do online lessons include a variety of activities (e.g., videos, discussions, assessments)?			
Encourages self-paced learning with clear instructions and scaffolded help			
Offers built-in feedback for student responses			
Offers differentiated levels or supports to accommodate varied learning needs			

Proofreading

Ensure the course is free of mechanical errors and consistent in voice.

Criteria	Criteria Met?		If No: Location and Summary of the Issue
	Yes	No	

Criteria	Criteria Met?		If No:
There are no grammatical or spelling errors.	[Text]	[Text]	[Text]
Sentences are clear and concise			
No grammar errors (e.g., subject-verb agreement, tense consistency)			
Correct use of periods, commas, quotation marks, etc.			
Content is age-appropriate and tailored to the target audience			
Content is factually accurate and up to date			

Module 2

Course Design

Ensure the course utilizes a logical progression of learning activities and engaging learner experiences.

Criteria	Criteria Met?		If No:
	Yes	No	Location and Summary of the Issue
Home page provides a brief course description or introduction, clear instructions for students (e.g., where to begin), and quick and easy navigation to start.	[Text]	[Text]	[Text]
Clear, measurable learning objectives for each module/unit			
Syllabus includes clear policies (grading, attendance, late work, etc.)			
Easy for young students to navigate independently or with minimal support			
Each lesson and activity support a specific learning goal			
Provides strategies for varying learning styles and needs			
Cultural and linguistic inclusivity is considered			
Provides time for transitions, breaks, and flexible grouping			
Objectives use student-friendly language			

Criteria	Criteria Met?		If No:
Avoids bias and stereotypes			
Materials are accessible (e.g., alt text, audio options)			
Promotes social-emotional learning (SEL)			
Mix of direct instruction, guided practice, and independent work			

Multimedia

Determine whether the course provides high-quality audio, video, and interactive elements.

Criteria		Criteria Met?		If No: Location and Summary of the Issue
Yes	No			
Audio:	Videos, audio, and animations are tailored to 7–8-year-old learners	[Text]	[Text]	[Text]
	Language is clear, simple, and engaging			
Video & Interactivity:	Activities include interactive components (e.g., drag-and-drop, quizzes, clickable images)			
	Includes games or gamified tasks for motivation			
Images:	Labels are clear, large, and easy to read			
	Simple, colorful, and engaging for 7–8-year-olds			

Navigation and Technical Functionality

Ensure the course incorporates seamless navigation and functionality appropriate for the learner.

Criteria	Criteria Met?		If No: Location and Summary of the Issue
Yes	No		
Technology is appropriate for the audience.	[Text]	[Text]	[Text]
Easy-to-find navigation menu or dashboard			

Criteria	Criteria Met?		If No:
Large, clearly labeled buttons/icons (e.g., “Start,” “Next,” “Home”)			
Includes visual guides or characters to explain what to do next			
Drag-and-drop, swiping, and tapping interactions are smooth			
Has tech support or a help button for students/parents			
Easy to resume where the student left off			

Module 3

Accessibility

Determine whether the course reflects the principles of universal design and ensures inclusivity and accessibility of all learners.

Criteria	Criteria Met?		If No:
	Yes	No	Location and Summary of the Issue
Course meets all WCAG and POUR standards.	[Text]	[Text]	[Text]
Keyboard-navigable and screen-reader friendly			
Adjustable font sizes and audio speed if needed			
Adjustable font size and screen zoom options			
Plain, age-appropriate language used consistently			
Help or “?” button available for each section			

Assessment

Determine whether the course’s assessments prioritize clarity, engagement, and alignment.

Criteria	Criteria Met?		If No:
	Yes	No	Location and Summary of the Issue
Assessment instructions are clearly written.	[Text]	[Text]	[Text]

Criteria	Criteria Met?		If No:
Keeps assessments short and focused (5–10 minutes max)			
Clearly measures what was taught (not extra skills)			
Formative (during learning): polls, exit tickets, games, teacher observations			
Summative (after learning): quizzes, projects, presentations			
Uses age-appropriate language and visuals			
Provides positive, timely feedback to students			
Shows progress with visuals (e.g., stars, badges, bars)			

Consistency and Branding

Determine the course is cohesive in its design and utilizes organizational branding.

Criteria	Criteria Met?		If No: Location and Summary of the Issue
	Yes	No	
Course design is cohesive throughout.	[Text]	[Text]	[Text]
Same color scheme, font styles, and icons throughout the course			
Predictable placement of navigation buttons (e.g., “Next,” “Back,” “Home”)			
Language is consistently friendly, age-appropriate, and encouraging			
Consistent icons for actions (e.g., pencil = writing, book = reading)			
Consistent praise messages (e.g., “Great job!” or “You did it!”) to boost motivation			

Module 4

Copyright Compliance

Ensure the course complies with all copyright laws and standards of practice.

Criteria	Criteria Met?		If No: Location and Summary of the Issue
	Yes	No	
Facts have been checked and referenced appropriately.	[Text]	[Text]	[Text]
All sources are credited appropriately, even in student-facing materials			
Student data is stored securely and only accessible to authorized users			
Supports all learners, including those with disabilities or language barriers			
Fully complies with COPPA (Children's Online Privacy Protection Act)			

Other

[Use this category for any additional criteria relevant to your specific context.]

[1-sentence description to define/describe what to look for in this section]

Criteria	Criteria Met?		If No: Location and Summary of the Issue
	Yes	No	
Facts have been checked and referenced appropriately.	[Text]	[Text]	[Text]

References