

TECHNOLOGICAL DEVELOPMENT	COMMENTS:	POINTS:
General Appearance <ul style="list-style-type: none"> • Layout of materials is clear and effective • Graphics are clear and attractive • Overall packaging and labeling is clear and attractive 		
Media Quality <ul style="list-style-type: none"> • High quality graphics, video, and audio (if applicable) • Materials are attractive and well edited (high-quality printing/paper, consistent format, few/no typos, misspellings, grammatical errors, etc.) • Advanced techniques and technologies are used (if appropriate) 		
Functionality <ul style="list-style-type: none"> • Resources are easy for the learner to use • Resources work effectively without glitches • Links are up-to-date, relevant, and appropriate (if applicable) 		
Integration of Resources with Course <ul style="list-style-type: none"> • Required and supplemental resources are clearly linked to course syllabus, study guide, etc. • Supplemental resources are educationally beneficial and worth the learner's time and expense • Animation, video, or audio clips contribute to the understanding of the information 		
Additional Comments		

(continued)

LEARNER SUPPORT	COMMENTS:	POINTS:
<p>Course Information/Tutorial Support</p> <ul style="list-style-type: none"> • Students receive all necessary information on how to contact the institution, distance education personnel, faculty or instructional assistants, and library staff (if appropriate) • Students have access to all required and supplemental resources • Students know how they will be evaluated and the weighting of course requirements 		
<p>Technical Support and Security</p> <ul style="list-style-type: none"> • Minimum and recommended technical requirements are clearly stated • Easily accessible technical assistance is available to all students throughout the duration of the course/program • Clear statement of virus checking policy given in courses where students are required to either download files or exchange files 		
<p>Self-Pacing Schedule</p> <ul style="list-style-type: none"> • Summary of course expectations provided • Time estimates for lessons or for assignments are provided • Specific instructions on how and when to complete assignments are clear 		
<p>Additional Comments</p>		