

1.1 Technical Evaluation Guidelines and Checklist:

This checklist is derived from the LRMS Technical Specification. Refer to Section 10.2.

Instructions:

1. Digital resources may be:
 - a) digital and accessible online or offline (any digital file or composite of files that can be stored in an online repository or is distributed on CD, DVD, USB)
 - b) digital offline (DVD, VCD, Videotape, audio cassette tape)
2. For a) Review using Sections A-F Usability Characteristics and Section G Technical Format Characteristics
3. For 1b) Complete Sections G and H.
4. Provide the following information:

Title of the Material:

Format of the Material:

Subject Area:

Target Learner/User:

Copyright owner:

Published: (Year)

1.1.1 A-F Usability Characteristics

Put a check (Ü) in appropriate cell.

CHARACTERISTICS	YES	NO	N/A
A Multimedia Design			
1. Media elements are of sufficiently high quality.			
2. Clear and precise instructions are provided in accessing multimedia.			
3. Appropriate forms of media are used to enhance presentation.			
4. The multimedia presentations have a coherent layout, design and background.			
5. Video is accompanied by a familiar control panel, featuring pause, volume, and slider (to move quickly to a desired part of the video) controls.			
6. Audio (other than short sound effects) is accompanied by a familiar control panel, featuring pause, volume, and slider (to move quickly to a desired part of the audio) controls.			
7. All images are accompanied by a detailed explanatory caption that the user can easily access.			
8. All spoken sounds are accompanied by detailed textual			

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transcription captions that the user can easily access.			
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CHARACTERISTICS	YES	NO	N/A
B Overall Interface			
1. The design is visually appealing.			
2. The design is simple, i.e. not cluttered with irrelevant devices and information.			
3. The design is consistent throughout successive displays.			
4. Contains sufficient information and directions for the user to use the resource.			
5. The ways to navigate through the material are clear.			
6. Labels, buttons, menus, text, and general layout of the resource are consistent and visually distinct			
7. Fonts are readable in terms of size, color and contrast between the background and the text			
8. The user is always made aware of what to do next.			
9. The resource provides feedback about the system status and the user's responses.			
10. The user is informed of their position in the resource relative to its beginning and end.			
11. The user is informed when a new window (such as a browser window, tab or pop up) will be displayed.			

CHARACTERISTICS	YES	NO	N/A
C Behavior of Controls & System Information			
1. Clear visual indicators are used to display the position of the cursor on the screen.			
2. The cursor changes shape to indicate its function and provide information to the user.			
3. The resource responds obviously and appropriately to learners' actions.			
4. Icons that can be selected are designed to suggest their intended use.			
5. Controls found in many parts of the resource (menus, buttons, and so on) that serve similar functions throughout the resource are placed in similar locations in all displays.			
6. Menus, buttons and other familiar controls use the same or similar formats and appearances throughout the resource.			
7. A control that can be selected provides dynamic information to the user about the specific function (e.g. the mouse cursor changes appropriately and/or the control changes its visual appearance in some way).			
8. A control that has been selected indicates to the user that the selected event has been recognized.			

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CHARACTERISTICS	YES	NO	N/A
D Customizability/Support for User Preferences			
1. The user can adjust the size of the font for displayed text.			
2. The user can adjust the magnification of displayed materials.			
3. Methods to support navigation are clear and consistent throughout the resource (e.g. arrows, keyboard shortcuts, menus).			
4. The user can return to a previous state of the system and repeat from there.			
5. All functionality is accessible through mouse only.			
6. All functionality is accessible by the use of the mouse and or keyboard.			
7. The user can control the pace at which he/she moves through the material.			

CHARACTERISTICS	YES	NO	N/A
E Data Entry by User			
1. Data entry fields contain default values.			
2. Inputs into data entry fields are constrained so that only permissible values can be entered.			
3. The user is informed what the expected format of an entry (e.g. a date value) is, before the user makes the entry.			
4. The user is explicitly told when he or she needs to provide input.			
5. The user can control the length of time required to submit the data on a data entry form. (E.g. A "done" button is provided for the user to indicate completion of all data entry).			
6. The user is informed of exactly what is wrong with any erroneous data entries.			
7. The user can correct erroneous data entries / supply missing entries without having to re-enter correct items on the same form.			
8. Mandatory fields are clearly marked as such.			
9. Drop down lists of previously entered values are presented when the user subsequently enters data into similar fields.			
10. Data entry forms support the tab key to move between entry fields.			
11. The fields on the data entry form are visited in a logical order when the tab key is used to move between them.			

CHARACTERISTICS	YES	NO	N/A
F Hyperlinks			
1. Hyperlink text provides information about where the link will lead.			

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2. Hyperlinks are formatted using acceptable formatting conventions for links (e.g. distinctive underlined font).			
3. Hyperlink text is consistently formatted throughout the resource.			
4. The cursor changes appearance when it moves over the text of a hyperlink to inform the user of the presence of a hyperlink.			
5. Hyperlinks that result in the user being directed to material that is external to the current resource are clearly indicated.			

1.1.2 G. Interoperability: Technical format

Check (Ü) all the areas of conformance.

PRINCIPLE	REQUIREMENTS	SPECIFICATIONS
Support platform and browser independence	Resource can be used equally effectively in different browsers	<input type="checkbox"/> Mozilla Firefox 2 & 3 and Microsoft Internet Explorer 6.0 in Microsoft Windows 2000 <input type="checkbox"/> Mozilla Firefox for 2 and Microsoft Internet Explorer 7.0 in Microsoft Windows XP <input type="checkbox"/> Apple Safari 2.0 on Apple OS X
	Resource can be used equally effectively on different operating systems / platforms	<input type="checkbox"/> Windows (Vista, XP) <input type="checkbox"/> Linux <input type="checkbox"/> Mac (up to 10.5)
Conforms to international standards (e.g. IMS) for web applications	Markup language	<input type="checkbox"/> XHTML 1.1
	Style sheets	<input type="checkbox"/> CSS 1 / CSS 2
	Documents	<input type="checkbox"/> PDF <input type="checkbox"/> RTF
	Images	<input type="checkbox"/> PNG/MNG <input type="checkbox"/> GIF <input type="checkbox"/> JPEG
	Movies etc	<input type="checkbox"/> MP3 <input type="checkbox"/> MOV <input type="checkbox"/> MP2 <input type="checkbox"/> AVI <input type="checkbox"/> SWF <input type="checkbox"/> FLV
	Plug ins	<input type="checkbox"/> Flash (9) <input type="checkbox"/> Shockwave (10) <input type="checkbox"/> QuickTime (7+)

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		<input type="checkbox"/> Java Applets
	Scripting	<input type="checkbox"/> JavaScript <input type="checkbox"/> SWF
Standalone files	Must be "portable" format	<input type="checkbox"/> Open Office <input type="checkbox"/> Word/Excel/Power point <input type="checkbox"/> TXT <input type="checkbox"/> PDF <input type="checkbox"/> RTF <input type="checkbox"/> PDF is the recommended format (if possible)
Production / Authoring software	Support only interoperable media types	<input type="checkbox"/> See media types above + <input type="checkbox"/> Web 2.0 <input type="checkbox"/> XML
Size	Total file size in bytes	

1.1.3 H. Technical formats for offline digital resources

Identify for the resource being evaluated the technical requirements for viewing and using the resource. (playback devices, operating system, software, plug-in)

Video cassettes: format and player requirements.

DVD: operating system, software, plug-in and player requirements.

CD: operating system, software, plug-in and player requirements.

VCD: operating system, software, plug-in and player requirements.

Audio Cassette tapes: player requirements.