▼ QUALITY STANDARDS FOR

EVALUATING MULTIMEDIA AND ONLINE TRAINING

Everything you need to rate multimedia and online courseware

CONTENTS

1. Guidebook (Binder Pocket)

The *Quality Standards for Multimedia and Online Training* **Guidebook** describes the *Quality Standards* evaluation process and explains how to conduct an evaluation. The Guidebook should be read by each evaluator before beginning an evaluation. It includes all the evaluation instruments and instructions for scoring and interpreting the results. The guide's preface describes how the *Quality Standards* were developed and the appendices include several other useful resources.

2. Evaluation Booklets (Evaluation Booklets Tab)

This section of the binder contains six copies of the **Evaluation Booklet.** When conducting a courseware assessment, evaluators may use these booklets to record their ratings, calculate scores, and summarize the results. After conducting an evaluation, the booklets can be returned to the binder for record keeping.

3. Learner Tryout Questionnaires (Learner Tryout Questionnaires Tab)

This binder section contains six copies of the **Learner Tryout Questionnaire** – an optional assessment tool that may be used to validate the results of *Quality Standards* assessment with real learners.

4. Tracking Sheets (Tracking Sheets Tab)

This last section includes two optional record forms. The **Tracking Sheet for Courseware Comparison** can be used when evaluating several courses of the same courseware type. The **Tracking Sheet for Multiple Reviewers** is useful when more than one reviewer rates the same courseware product.

NOTE: See the back of the binder for an order form to replenish your supply of **Evaluation Booklets.**