



Toolkit for Evaluating Course Web Sites Version 1.1

Evaluation Checklist

Evaluator: Start time: End time: Evaluation time (min):

Web Site Information

- URL:
- Status: ☐ Under construction (stop here) ☐ Complete to some degree
- Language: ☐ English ☐ Non-English (stop here)
- Course name:
- Year:
- Quarter/Semester:
 - ☐ Spring ☐ Summer ☐ Winter ☐ Fall
- Student Audience:
 - ☐ Undergraduates ☐ Graduates ☐ Unknown
- Teaching Mode:
 - ☐ Distance learning ☐ Classroom learning ☐ Unknown
- School:
- Department:
- Instructor(s):
- Instructor's role:
 - ☐ Professor/Lecturer ☐ Student ☐ Unknown
- Teaching Assistant(s):
- Web site developer (if different from instructor):
- Contact information:
 - Instructor(s):
 - Teaching Assistant(s):
 - Web site developer:
 - Students:
- Development tools used:
 - ☐ Microsoft Word
 - ☐ Microsoft FrontPage
 - ☐ Macromedia Dreamweaver
 - ☐ WebCT
 - ☐ Netscape Composer
 - ☐ Catalyst SimpleSite (minor or no design modifications)



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- ☐ Catalyst SimpleSite (major design modifications)
- ☐ Blackboard
- ☐ Text Editor
- ☐ Unknown
- ☐ Other (Specify):
- Access requirements (other than a standard browser):
 - ☐ None
 - ☐ Specific browser
 - ☐ Specific plug-in
 - ☐ Enabled cookies
 - ☐ External cookies (cookies from another site)
 - ☐ Enabled client-side script processing
 - ☐ Login (entire site)
 - ☐ Login (specific content or functionality; subset of site)
 - ☐ Other (Specify):
- Site size (HTML or equivalent pages):
 - ☐ 1 short page (1-2 800x600 screens)
 - ☐ 1 long page (>2 800x600 screens)
 - ☐ 2-5 pages
 - ☐ 6-10 pages
 - ☐ 11-20 pages
 - ☐ 21-50 pages
 - ☐ 51-100 pages
 - ☐ > 100 pages
- Site size (non-HTML or equivalent documents):
 - ☐ No documents
 - ☐ 1 document
 - ☐ 2-5 documents
 - ☐ 6-10 documents
 - ☐ 11-20 documents



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- ☐ 21-50 documents
- ☐ 51-100 documents
- ☐ > 100 documents
- Tasks supported:
 - ☐ Getting classroom materials
 - ☐ Getting assignments
 - ☐ Submitting anonymous feedback
 - ☐ Submitting assignments
 - ☐ Automated grading
 - ☐ Grade viewing
 - ☐ Searching for information that is within the site
 - ☐ Group collaboration
 - ☐ Other (Specify):
- Learning aids available:
 - ☐ Message board
 - ☐ Student directory
 - ☐ Links to additional internal resources (e.g., articles or information sources that come from the instructor's department or a department related to the course)
 - ☐ Links to additional external resources (e.g., articles or information sources that come from elsewhere, including the university)
 - ☐ Tutorials
 - ☐ Sample problems
 - ☐ Sample labs
 - ☐ Sample exams
 - ☐ Answer keys
 - ☐ Guidelines
 - ☐ Lecture videos
 - ☐ Reference tools (e.g., relevant glossary, encyclopedia, dictionary, translators, etc.)
 - ☐ Prior or current students' work
 - ☐ Other (Specify):



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- Core content provided (within the site's domain):
 - ☐ Course number
 - ☐ Course name or title
 - ☐ Course location
 - ☐ Instructor's name and at least one method of contact
 - ☐ TA's name and at least one method of contact (if appropriate)
 - ☐ Syllabus
 - ☐ Assignments and due dates (if appropriate)
 - ☐ Reading schedule and list (if appropriate)
 - ☐ Final exam information (time and location or that there is no final exam)
 - ☐ Class email or distribution list (or archive of class emails)
- Non-core content provided (within the site's domain):
 - ☐ Course description (not part of the syllabus)
 - ☐ Lecture notes
 - ☐ Lecture slides
 - ☐ Announcements
 - ☐ Reading materials (e.g., electronic documents or links to web pages)
 - ☐ Course schedule
 - ☐ Information about instructor
 - ☐ Name of host institution
 - ☐ Other (Specify):

Evaluation Criteria

- Information design
 - Content completeness
 - ☐ Excellent ☐ Good ☐ Fair ☐ Poor
 - Content organization
 - ☐ Excellent ☐ Good ☐ Fair ☐ Poor
 - Currency and authority
 - ☐ Excellent ☐ Good ☐ Fair ☐ Poor
- Navigation design
 - Links
 - ☐ Excellent ☐ Good ☐ Fair ☐ Poor



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- Structure
 - ☐ Excellent ☐ Good ☐ Fair ☐ Poor
- Graphic design
 - Visual layout
 - ☐ Excellent ☐ Good ☐ Fair ☐ Poor
 - Readability
 - ☐ Excellent ☐ Good ☐ Fair ☐ Poor
 - Use of graphics and multimedia
 - ☐ Excellent ☐ Good ☐ Fair ☐ Poor ☐ N/A
- Experience design
 - Usability
 - ☐ Excellent ☐ Good ☐ Fair ☐ Poor
 - Accessibility
 - ☐ Excellent ☐ Good ☐ Fair ☐ Poor
 - Performance
 - ☐ Excellent ☐ Good ☐ Fair ☐ Poor
 - Learning aids
 - ☐ Excellent ☐ Good ☐ Fair ☐ Poor

Total Score: out of ☐ 36 or ☐ 33 (“N/A” rating for multimedia use) points

Grade:

Comments: