

## **WBT Validation Form**

### **Description**

The WBT Validation Form is used by the instructional designer to assess the instructional soundness, functionality, and graphical appeal of a web-based training course during the validation (i.e. testing) phase of design.

### **How can you use it?**

- To identify the positive aspects of a new WBT course and the possible improvements required.
- To gather detailed feedback from the learners who are involved in the validation/test.
- To evaluate existing, off-the-shelf, or a vendor's custom-built WBT courses.
- As a basis for defining product requirements when contracting course design to a third party.

### **Tip**

The instructional designer, the instructor, and a learner representative should review all the forms and feedback after a validation (i.e. pilot) session to prioritize changes/revisions to the WBT course.

### **Note**

**The Web-Based Training workshop gives you a comprehensive course manual containing checklists, samples, worksheets, guidelines, tips, and techniques for designing robust e-learning courses that go far beyond boring “page turners.” In addition, you will receive a free copy of Langevin’s e-learning course, “Training Needs Analysis: A Quick, Consultative Approach,” and a complete glossary of e-learning terms.**

## WBT Validation Form

**Course Title:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Instructional Soundness	Yes	No	Comments
1. Instruction is based on tasks/steps.			
2. Overview of the lesson is clear.			
3. Benefits of the lesson are clear.			
4. Objective of the lesson is clearly stated.			
5. All terms are clearly defined.			
6. Content is in logical sequence.			
7. Practice simulates actual performance.			
8. Exercises are realistic.			
9. Amount of practice is adequate.			
10. A variety of question types is used.			
11. Feedback is timely.			
12. Feedback is clear.			
13. Feedback is adequate.			
14. Feedback is relevant.			
15. Transfer to job is encouraged.			
16. Frequent summaries are provided.			
17. Time is provided for reflection.			
18. End/summary of the course is clear.			

<b>Functionality</b>	<b>Yes</b>	<b>No</b>	
19. Course is easy to navigate.			
20. Instructions are clear.			
21. Job aids are easily accessible.			
22. Course layout is clear.			
23. Video is of good quality (if applicable).			
24. Audio is of good quality (if applicable).			
25. A variety of media is used.			
<b>Graphical Appeal</b>	<b>Yes</b>	<b>No</b>	
26. Text is easy to read.			
27. Overall look of the course is appealing.			
28. Colors are appealing.			
29. Graphics are used appropriately.			
30. Graphics aided your learning.			
<b>Comments</b>			
What did you like most about the program?			
If you had to make just one suggestion for improvement to the course what would it be?			