

FKA E-Learning Design Checklist – Screen Design

Screen Design - Layout	Yes	No
1. Is the upper left used for the most important screen content?		
2. Is the mid to lower right used for the second most important screen content?		
3. Is the location of the functional areas consistent throughout the program?		
4. Is at least 50% of the screen "white space"?		
5. Are color boxes/lines used to define functional areas?		
6. Is the number of lines of text limited to 12?		
7. Is the number of words per line limited to 12?		
8. Is the length of each paragraph limited to 3 lines?		
9. Is there a space between each paragraph?		
10. Is the longest line centered and all other lines left justified?		
11. Is the text left justified? (Never use full justify)		
12. Is the lower left area of the screen used for less important information or prompts that the learner must look for?		
13. Is scrolling avoided?		

Screen Design - Text/Font	Yes	No
1. Are text sizes used to discriminate between Titles, Headings , and text?		
2. Is the lack of size regulation offset through the use of: <ul style="list-style-type: none"> • Color?..... • Reverse video?..... • Highlighting? 		
3. Is the smallest text visible from 24-30 inches (60-70 cm)?		
4. Have all professional standards been kept?		
5. Is lower case used for most text?		
6. Is the learner familiar with the font used?		
7. Are the "Fancy Fonts" used only in headings and titles?		
8. Is the use of BLOCK CAPITALS avoided?		



FKA E-Learning Design Checklist – Screen Design

Screen Design - Color	Yes	No
1. Is color used to help organize the material?		
2. Is color used to define: <ul style="list-style-type: none"> • Titles?..... • Headings?..... • Text? 		
3. Are the colors used for the functional areas consistent?		
4. If it is necessary to use a color more than once, are the functions related?		
5. Is the number of colors visible at any one time limited to 4?		
6. In choosing combinations, are visibility, contrast and harmony considered?		
7. Is the background color: <ul style="list-style-type: none"> • Black? • A dark color? • Pastel? 		
8. Are red/blue or red/green combinations avoided?		
9. Is pure blue avoided for thin lines and small shapes?		
10. Is black/white/gray used to show fine detail?		

Screen Design - Emphasis	Yes	No
1. Is contrast (i.e., color, font, size, reverse) used only on key points (one or two words or phrases)?		
2. Are color contrasts appropriate? i.e., Different intensities of same color, or colors in the same range of the spectrum?		
3. Are <i>italics</i> , reverse video, CAPITALIZATION, or bold used consistently to highlight?		
4. Are the graphics used to help organize the content?		
5. Are the graphics used to define functional areas?		
6. Are the graphics used for emphasis?		
7. If used for emphasis, is it limited to keywords, or phrases?		
8. Do the graphics help "focus" the learner?		
9. Are the colors consistent with function?		
10. Are small graphics, arrows or icons used to emphasize frequently used concepts? e.g., "☎" beside important phone numbers, etc.		



FKA E-Learning Design Checklist – Screen Design

Screen Design - Instructional Graphics	Yes	No
1. Do the graphics have a purpose?		
2. Are cosmetic graphics kept to a minimum?		
3. Is the graphic within the capabilities of the System? <ul style="list-style-type: none"> • Detail required?..... • Storage space?..... • Development time? • Display requirements? • Hardware? • Software? • Talent? 		
4. Is the graphic the best use of time and resources?		
5. Is color used wisely, i.e., to enhance understanding?		
6. Is the graphic better than on off-line presentation?		
7. Is animation used to show movement?		



FKA E-Learning Design Checklist – Screen Design

