



catch it

BEFORE THEY DO

A PRE-LAUNCH QA CHECKLIST FOR
INSTRUCTIONAL DESIGNERS



hi THERE

We've all been there... you hit publish, feel proud... and then someone finds the typo, the broken button, or the slide that doesn't quite make sense. It happens.

This guide is here to help you catch it first.

Use it during your final review, right before launch. Click every button. Test it like a learner. Slow down just enough to make sure everything works the way you intended.

It doesn't have to be perfect, but it should be intentional.

I'm here if you need me. You've got this.



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Need more help?
Hit me up!



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functionality & navigation

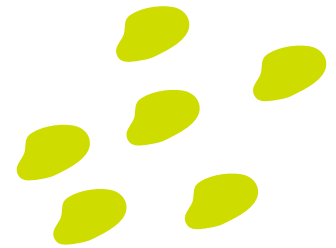
- ☐ All navigation buttons work correctly (Next, Back, Menu, Submit, Retry)
- ☐ No dead triggers or broken states
- ☐ Variables reset properly when revisiting slides
- ☐ Layers open and close correctly
- ☐ No hidden objects blocking clicks
- ☐ All hyperlinks open correctly
- ☐ Course resumes properly from LMS
- ☐ Menu navigation matches intended flow
- ☐ Completion triggers fire correctly
- ☐ Slide properties are set correctly (advance by user vs auto)
- ☐ Accessibility: Keyboard navigation works where required
- ☐ Accessibility: Focus order follows a logical sequence

audio & media

- ☐ All audio files are present and synced correctly
- ☐ No abrupt cutoffs or long silent gaps
- ☐ Volume levels are consistent across slides
- ☐ Captions and subtitles are accurate and complete
- ☐ Media controls function as intended
- ☐ No placeholder media remains
- ☐ Accessibility: Videos include accurate closed captions
- ☐ Accessibility: Audio content has equivalent on-screen text when appropriate
- ☐ Accessibility: Audio content has equivalent on-screen text when appropriate
- ☐ Accessibility: Learners can pause or control audio playback

content & instructional integrity

- ☐ Objectives align with knowledge checks
- ☐ Knowledge checks measure stated objectives
- ☐ Feedback is meaningful and specific
- ☐ Instructions are clear and concise
- ☐ Plain language is used where possible
- ☐ No duplicate slides
- ☐ No leftover developer notes
- ☐ All placeholders removed
- ☐ Tone is consistent throughout
- ☐ Content has been SME approved
- ☐ Accessibility: Plain language is used where possible



visuals & branding

- ☐ Fonts are consistent and legible
- ☐ Font sizes are readable on all devices
- ☐ Colors match brand guidelines
- ☐ Logo placement is correct
- ☐ Spacing and alignment are clean
- ☐ Icons and imagery follow a consistent style
- ☐ Images include alternative text where required
- ☐ No stretched or pixelated images
- ☐ Button styles are consistent
- ☐ Slide titles are formatted consistently
- ☐ Accessibility: Text meets minimum color contrast standards (WCAG AA if possible)
- ☐ Accessibility: Color is not the only method used to communicate meaning
- ☐ Accessibility: Buttons and clickable elements are visually distinct
- ☐ Accessibility: Images include alternative text where required
- ☐ Accessibility: Font size is readable on desktop and mobile

LMS & technical readiness

- ☐ SCORM settings configured correctly
- ☐ Completion criteria confirmed
- ☐ Passing score set appropriately
- ☐ Reporting status tested in LMS
- ☐ Course tested in LMS not just preview mode
- ☐ Mobile responsiveness tested if applicable
- ☐ File size optimized



visuals & branding

- ☐ Fonts are consistent and legible
- ☐ Font sizes are readable on all devices
- ☐ Colors match brand guidelines
- ☐ Text has sufficient color contrast
- ☐ Color is not the only way information is communicated
- ☐ Logo placement is correct
- ☐ Spacing and alignment are clean
- ☐ Icons and imagery follow a consistent style
- ☐ Images include alternative text where required
- ☐ No stretched or pixelated images
- ☐ Button styles are consistent
- ☐ Slide titles are formatted consistently

