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**Checklist for Transferring E-Learning Courses to New LMS**

**Pre-Transfer Assessment**

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| **ESSENTIAL Standard** | **Met****(Y/N)** | **Comments for improvement if not met (all must be met prior to****publication)** |
| Include course titles, descriptions, target audience, last update date, and enrolment data. |  |  |

**Assess course relevance and necessity**

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| **ESSENTIAL Standard** | **Met****(Y/N)** | **Comments for improvement if not met (all must be met prior to****publication)** |
| Evaluate if the content is still relevant and meets curriculum requirements, curriculum changes. |  |  |
| Check learner activity, completion rates, and enrolment over the past 12-24 months to determine if the course is still valuable. |  |  |
| Does the course need updating before transfer?  |  |  |

**Decision to transfer or retire**

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| **ESSENTIAL Standard** | **Met****(Y/N)** | **Comments for improvement if not met (all must be met prior to****publication)** |
| Transfer to new LMS if the course is still in demand up to date and aligns with current learning objectives. |  |  |
| Retire course if the course is outdated has low engagement or no longer serves its purpose. **INFORM AUTHOR** |  |  |

**Content and Data Preparation**

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| **ESSENTIAL Standard** | **Met****(Y/N)** | **Comments for improvement if not met (all must be met prior to****publication)** |
| Export course data from the old LMS |  |  |
| Ensure that the export is compatible with the new LMS format (SCORM, xAPI, or other relevant formats). |  |  |

**Ensure content compatibility with the new LMS**

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| **ESSENTIAL Standard** | **Met****(Y/N)** | **Comments for improvement if not met (all must be met prior to****publication)** |
| Confirm that multimedia quizzes and interactive content will function correctly on the new platform. |  |  |
|  Test for any technical issues such as format changes or incompatibilities in design layout and user experience. |  |  |

**Rebuild interactive elements if necessary**

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| **ESSENTIAL Standard** | **Met****(Y/N)** | **Comments for improvement if not met (all must be met prior to****publication)** |
| Some interactive elements may need to be recreated or reconfigured if they do not transfer smoothly. |  |  |

**Communication and Support**

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| **ESSENTIAL Standard** | **Met****(Y/N)** | **Comments for improvement if not met (all must be met prior to****publication)** |
| Provide guidance on how to access the course on the new LMS. |  |  |

**EDI (Equality, Diversity, and Inclusion) Considerations**

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| **ESSENTIAL Standard** | **Met****(Y/N)** | **Comments for improvement if not met (all must be met prior to****publication)** |
| Ensure that the course materials reflect a diversity of perspectives and are free from bias stereotypes or discriminatory language. |  |  |
| Check that case studies examples and scenarios are representative of a broad range of demographics including gender ethnicity age disability and socioeconomic background. |  |  |

**Final Steps:**

Document the migration process: Keep a record of decisions made (courses transferred, courses retired), along with any technical challenges encountered during the process.