

Site Elements		checked and working	checked and not working	problems identified (specify)	problems fixed
General Design/Architecture					
Landing Page Design	Consistent design applied to all section level landing pages				
	Landing page images link to right content and are consistent with top level drop down custom menus				
Toolkit Design	Toolkit page design applied consistently to each (using column shortcode)				
General Design/CSS	Headings are defined in CSS and consistent across site				
	Shortcodes are defined for page style (columns/tables) and in use on site				
	Javascript is applied correctly and in consultation with CTLT tech team				see notes for refactoring in AM's transition report.
Navigation	Top level tabs are functional/consisten				

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	Site navigation allows users to go back/forward/elsewh on the site without losing their place				
Footer	All footer links are active/working properly				
Search	Search feature is functional/working				
Dynamic Elements					
Self Assessment	Quiz is functional and all feedback links active/working or replaced with current links.				could be developed with G-forms and links/feedback replaced.
G-Forms					
Toolkits:	Images/video implemented and functional				
	email option enabled				
	Questions/conditional logic working				
	Submit returns printable form				
	Submission notifications to admin are turned off				

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General Toolkit/page elements	downloadable pdf tips are functional and header has been applied.				
	consistent page design has been applied across all toolkits				
	related resources have been included (including video, books and other online resources)				
	related links have been added/implemented on each toolkit page				
Feeds					
Homepage	Twitter feed checked and functional				
Connect With Us :	Ask Me: Meebo chat implemented.				
	Blogsquad feed implemented				
	Twitter feed implemented for UBCLEARN and student development				
	Facebook feed implemented				
	Events and Workshops feed from Yahoo Pipes implemented				

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	Flickr slides implemented				
	YouTube Channel implemented (UBCLEAP)				
Re-publishing/page level	embed code is in place and tested				
	rss code is in place and tested				
Related links	related links implemented in custom fields for each page (pulled from delicious)				
	links working/active on each page				
	links embedded in content: active and working				
	links widget functional on each page				this needs consultation with CTLT tech team. Widget currently in poor loaction on the page.
Media					
Video:	Video displays correctly				
	Audio works				
	Each video links back to original source and credited				
Images:	All items are original images OR creative commons cc:by licensed items				

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	Images have associated alt tags/description				
	All images reside in the media library				
	CC licensed images link back to the source with attribution.				
	Images load quickly				
Additional Items					
Archived content	link archived content to currently published pages as required.* List of pages below.			note: many pages were integrated into content and have now been uncoupled. We'll patch them back with working links for now but then need to move and update content on a new page.	
	move archived content to new pages in architecture				
	delete pages no longer in use				
Pages linked to archives:	url:	archived pages:			
Distance Learning Resources	http://wiki.ubc.ca/DE_Learning_Re	Get Teched Up			
Groupwork Toolkit	http://learningcommons.	http://learningcommons.			
		http://learningcommons.			
		http://learningcommons.			
		http://learningcommons.			
		http://learningcommons.			

QA for Project Sites - Learning Commons

Site Elements		checked and working	checked and not working	problems identified (specify)	problems fixed	
		http://learningcommons.				
Self Assessment	http://learningcommons.	http://learningcommons.				
Tutoring						