

QA for Project Sites - Learning Commons

| 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/consistent | | | | |
| | Site navigation allows users to go back/forward/elsewhere on the site without losing their place | | | | |
| Footer | All footer links are active/working properly | | | | |
| Search | Search feature is functional/working | | | search is showing draft content | |
| Mobile | site view is acceptable on mobile devices | | | | |

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| Accessibility | all images have alt tags | | | | |
| | site has been tested for visual impairment (low vision, screen readers) | | | | |
| | pdf icons are implemented on the site | | | | |
| 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 | | | | |
| 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) | | | | |

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| | 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 | | | | |
| | 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 | | | | |

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| | Each video links back to original source and credited | | | | |
| Images: | All items are original images OR creative commons cc:by licensed items | | | | |
| | 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_Resources | Get Teched Up | | | |
| Groupwork Toolkit | http://learningcommons.ubc.ca/groupwork-toolkit | http://learningcommons.ubc.ca/groupwork-toolkit | | | |
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| Self Assessment | http://learningcommons.ubc.ca/self-assessment | http://learningcommons.ubc.ca/self-assessment | | | |

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| Tutoring | all pages related to online, etc. | http://leap.sites.olt.ubc.ca/wp-admin/post.php?post=421&action=edit | | | | |