Software Evaluation Checklist

By Alex Strickland

- ☐ Objectives
  - ☐ The software supports the needs and objectives.
  - ☐ The objectives of the software are documented.
  - ☐ The objectives match goals and mandated standards.
  - ☐ Activities and evaluations are matched to the objectives.
  - ☐ The software fills a need not addressed by software you currently use.
- ☐ Target Audience
  - ☐ The software matches the learner audience in age, reading, and skill level.
  - ☐ The rate of display of information is appropriate to the learner audience.
- ☐ Usability
  - ☐ The software is cost efficient.
  - ☐ The necessary hardware is available.
  - ☐ Additional hardware can be obtained easily.
  - ☐ The software is easy to use.
  - ☐ Directions are easily understood.
  - ☐ The user can navigate through the software easily.
  - ☐ The software is well supported.
  - ☐ There is a print or online manual.
  - ☐ The software include all necessary guides or workbooks.
  - ☐ Technical support is provided online or by phone.