**Learning Catalog: Item Detail QA Checklist**

TMS #: 4407809

Lesson Title: *Endocrine System Refresher*

Reviewer: Sarah Gilbert

Review Date: 12/5/17

Global Review Notes:

VBA Learning Catalog Website: <https://hvnc.gdit.com/lc/Default.aspx>

Enter the TMS # into the search box in the upper right hand corning of the home page of the Learning Catalog and click on the hour glass to begin your review.

| **Review Item** | **Complete** | **Notes** |
| --- | --- | --- |
| **User View of Catalog Item** |
| **Item Cover Page** |
| **Lesson Title** | [ ] X |  |
| **TMS #** | [ ] X |  |
| **Learning Hours** | [ ] X |  |
| **Last Updated** | [ ] X |  |
| **Audience**  | [ ] X |  |
| **Design/Delivery** | [ ] X |  |
| **Item Details Page** |
| **Lesson Title** | [ ] X |  |
| **TMS #** | [ ] X |  |
| **Learning Hours** | [ ] X |  |
| **Last Updated** | [ ] X |  |
| **Description** | [ ] X |  |
| **Prerequisites** | [ ] n/a |  |
| **Objectives** | [ ]  | 1st bullet: add “the” after “Review” |
| **Other Information** – may include item completion detail instruction, special delivery method notes, additional audience details, etc. \*Confirm if the item has a Level II or not. Review for correct notation. | [ ] X |  |
| **Audience** | [ ] X |  |
| **Curriculum**  | [ ] X |  |
| **Category** | [ ] X |  |
| **Related Links** – click on each related link to ensure that it launches without error.  | [ ] X |  |
| Handouts, Lesson Plans, Additional References, etc., do not show any Track Changes. | [ ]  | LP has incorrect metadata under Summary, Company. Says “Veteran Affairs” instead of “Veterans Benefits Administration” |
| Item Category Population |
| Item can be searched and located under the **Audience** drop down tile on the User side of the LC. | [ ] X |  |
| Item can be searched and located under the **Curriculum** drop down tile on the User side of the LC. (if applicable)\*Challenge has been added as a Curriculum as of February 2016. | [ ] X |  |
| Item can be searched and located under the **Category** drop down tile on the User side of the LC. (if applicable) | [ ] X |  |
| Item can be searched and located under the **Design/Delivery** drop down tile on the User side of the LC. | [ ] X |  |
| Item can be searched and located under the **Competency** drop down tile on the User side of the LC. | [ ]  | \*Competency is not linked to the VBA Learning Catalog at this time. N/A |

**Item Cover Page Sample: (QA auditor may replace with actual item)**



**Item Detail Page Sample: (QA auditor may replace with actual item)**

