

WEB SITE EVALUATION CHECKLIST

Name of Web site: _____

Address (URL): _____

INSTRUCTIONS: Please rate web site with following criteria, giving each item a rank of 1-5 (1 being the least desirable and 5 being the most). The right column provides assistance with specific questions or issues to consider when doing your rating. An overall scale is provided at the end of this document. There are 3 sections to rate: CONTENT, DESIGN, and ACCESS.

Example:

Presentation	4	<ul style="list-style-type: none"> ➔ Is color of page pleasing? ➔ Is page concise? ➔ Is text easy to read?
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<i>CRITERIA</i>	<i>RANKING</i>	<i>HOW TO IMPLEMENT</i>
CONTENT		
Authority/identity of author or organization, institution and their credibility		<ul style="list-style-type: none"> ➔ Is the name of the author listed? ➔ Are his/her credentials listed? ➔ Is biographical information listed?
Currency/date		<ul style="list-style-type: none"> ➔ Is the information up-to-date? ➔ How frequently is it updated? ➔ Is the original posting date given?
Purpose/Scope/Intent/ Coverage		<ul style="list-style-type: none"> ➔ Is the scope clearly stated? ➔ What subjects, time periods, formats, types of material are included?
Appropriateness of site for its intended audience		<ul style="list-style-type: none"> ➔ Who is the audience? ➔ Are links and content suitable for the audience? ➔ Is reading level appropriate for the audience?
Uniqueness, relevance and value		<ul style="list-style-type: none"> ➔ What is site's value in comparison to other tools (print, non-print)? ➔ Are links relevant? ➔ Is material available elsewhere?
Accuracy, verification, completeness of documentation		<ul style="list-style-type: none"> ➔ Is the information presented as fact actually accurate? ➔ What is level of detail? ➔ Are sources documented?
Bias/Censorship/Omissions		<ul style="list-style-type: none"> ➔ Are opinions or bias identified? ➔ Is there a conflict of interest? ➔ Any advertising?

DESIGN		
Format/Structure/Design/ Graphics/Organization/ Presentation		<ul style="list-style-type: none"> ➔ Does document follow good graphic design principles? ➔ Is page logically divided? ➔ Is structure clear & appropriate?
Ease of use/browsability/ functionality/concise/clear headings.		<ul style="list-style-type: none"> ➔ Do pages look and feel friendly? ➔ Are there clear headings? ➔ Are pages concise or long? ➔ Is author identified?
Special features (encryption, video, audio, chat room)		<ul style="list-style-type: none"> ➔ Does page include unique features or links to images or sounds? ➔ Is security provided if confidential data is to be transmitted?
ACCESS		
Contact provided for author/publisher/ organization?		➔ Can you contact developer of page via email or other means?
Utilization of software via search engines, links, URLs to access databases		➔ Can you easily navigate in browser to access other tools?
Reliable links		➔ Are there "live" links that always work?
Special, unique multimedia requirements or connectivity issues		<ul style="list-style-type: none"> ➔ Do you need special software or networks to access (Adobe)? ➔ Is site often overloaded or unavailable? ➔ Is connection time slow?
Instructions or rules available?		<ul style="list-style-type: none"> ➔ Do essential instructions appear before links and interactive portions? ➔ Are rules stated up front?
Costs		➔ Is this site open to all or do parts require fees?
<i>Total Number of Points For This Site:</i>		
SCALE		
0 - 20		POOR
21 - 40		WEAK
41 - 60		AVERAGE
61 - 70		GOOD
71 - 80		EXCELLENT