1. **Visibility of System Status**
   1. Does every display begin with a title or header that describes screen contents?
   2. Is there a consistent icon design scheme and stylistic treatment across the system?
   3. Do menu instructions, prompts, and error messages appear in the same place(s) on each menu?
   4. Is there some form of system feedback for every operator action?
   5. Is there visual feedback in menus or dialog boxes about which choose the cursor is on now?
   6. Is the current status of an icon clearly indicated?
   7. If there are observable delays (greater than 15 seconds) in the systems response time, is the user kept informed of the systems progress? **When downloading syllabus, system does not tell you it's downloading, takes much longer than 15 seconds**
   8. Is the menu-naming terminology consistent with the user’s task domain?
   9. Does the system provide visibility: by looking can the user tell the state of the system and the alternatives for action?
   10. If users must navigate between multiple screens, does the system use context labels, menu maps, and place markers as navigational aids?
2. **Match Between Real World and System**
   1. Are icons concrete and familiar? **Folder Icon, opens a pop out menu? Pressing home just collapses menu?**
   2. Are menu choices ordered in the most logical way, given the user, the item names, and the task variables?
   3. If there is a natural sequence to menu choices, has it been used?
   4. When prompts imply a necessary action, are the words in the message consistent with that action?
   5. On data entry screens, are tasks described in terminology familiar to users?
   6. Do menu choices fit logically into categories that have readily understood meanings?
   7. Does the command language employ user jargon and avoid computer jargon?  
      Are command names specific rather than general?
3. **User Control and Freedom**
   1. When a user’s task is complete, does the system wait for a signal from the user before processing?
   2. Is there an “undo” function at the level of a single action, data entry, and a complete group of actions?
   3. Can users cancel out of operations in progress
   4. Can users reduce data entry time by copying and modifying existing data?
   5. If menu lists are long (more than 7 items), can users select an item by moving the cursor or by typing a mnemonic code?
   6. Can users easily reverse their actions?
   7. If the system allows user to reverse their actions, is there a retracing mechanism to allow for multiple undos?
   8. Can users set their own system, session, file, and screen defaults?  **Technically, yes but I could not figure out how to**
4. **Consistency & Standards**
   1. Has a heavy use of all uppercase letters on a screen been avoided?
   2. Are there salient visual cures to identify the active window?
   3. Are vertical & horizontal scrolling possible in each wisndow?
   4. Does the menu structure match the task structure?
   5. Are menu choose lists presented vertically?
   6. Are menu titles either centered or left-justified?
   7. Is the most important information placed at the beginning of the prompt
   8. Are user actions named consistently across all prompts in the system
5. **Help Users Recognize, Diagnose, and Recover from Errors**
   1. Is sound used to signal an error?
   2. Are prompts brief and unambiguous? **Never saw an error message**
   3. Do messages place users in control of the system?
   4. If an error is detected in a data entry field, does the system place the cursor in that field or highlight the error?
   5. Do error messages inform the user of the error’s severity?**Never saw an error message**
   6. Do error messages suggest the cause of the problem?**Never saw an error message**
   7. Do error messages indicate what action user needs to take to correct the error? **Never saw an error message**
6. **Error Prevention**
   1. Are menu choices logical, distinctive, and mutually exclusive?
   2. Are the function keys that cause the most serious consequences located far away from low-consequence and high use keys?
   3. Does the system prevent users from making errors whenever possible?
7. **Recognition Rather than Recall**
   1. Have prompts been formatted using white space, justification, and visual cues for easy scanning?
   2. Do text areas have “breathing space” around them?
   3. Is white space used to create symmetry and lead the eye in the appropriate direction? **Symmetry yes, but it’s just boxes not leading the eye anywhere in particular**
   4. Have items been grouped into logical zones, and have headings been used to distinguish between zones?
   5. Are borders used to identify meaning groups?
   6. If the system has many menu levels or complex menu levels, do users have access to an on-line spatial menu map?
   7. Are there salient visual cues to identify the active window?
8. **Flexibility & Ease of Use**
   1. Can users define their own synonyms for commands?
   2. Do expert users have the option of entering multiple commands in a single string?
   3. Does the system provide function keys for high-frequency commands?
   4. Can expert users bypass nested dialog boxes?
9. **Aesthetic & Minimalist Design**
   1. Is only and all information essential to decision making displayed on the screen?
   2. Are meaningful groups of items separated by white space?
   3. Are field labels, brief, familiar, and descriptive?
   4. Are menu titles brief, yet long enough to communicate?
   5. Are there pop-up or pull down menus with data entry fields that have many, but well-defined, entry options?
10. **Help & Documentation**
    1. Are on-line instructions visually distinct?
    2. Do the instructions follow the sequence of user actions?
    3. If menu choices are ambiguous, does the system provide additional explanatory information when an item is selected?
    4. Are data entry screens and dialogue boxes supported by navigation and completion instructions?
    5. Are there memory aids for commands, either through on-line quick reference or prompting?
    6. Is the help function visible; for example labeled HELP or a special menu?
    7. Navigation is the information easy to find?
    8. Presentation is the visual layout well designed?
    9. Conversation is the information accurate, complete, and understandable