**UDL Checklist – *Technology-Enabled Learning***

Use this checklist to help improve technology-enabled learning via Universal Design for Learning (UDL).

*When developing a technology-enabled learning environment, do you…?*

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| **Headings, Fonts, and Hyperlinks** |
| Properly tag headings (h1-h6) and use them in the correct hierarchy. |  |
| Avoid using bold or italicized text in place of a proper heading. |  |
| Avoid using small fonts. |  |
| Use simple, familiar fonts. |  |
| Underline linked text, only. |  |
| Ensure link text makes sense out of context.  |  |
| Avoid using URLs as anchor text. |  |
| **Tables and Lists** |
| Create table captions. |  |
| Tag table headers. |  |
| Keep tables simple. |  |
| Use the proper list type for your content.   |  |
| Do not simply type bullets or numbers in place of a proper list.   |  |
| **Colour, Contrast, and White Space** |
| Don’t use colour, alone, to convey concepts. |  |
| Ensure link colour is distinct from surrounding text colour. |  |
| Use a contrast of 7:1 for text and background colours. |  |
| Use sufficient white space. |  |
| **Formulas and Mathematical Expressions** |
| Build equations using dedicated math editor tools (like the Canvas Math Equation tool). |  |
| Write alt text for images of equations. |  |
| Record audio files reading equations. |  |
| **Images and Alt Text** |
| Add alt text to any image that is not decorative. |  |
| Leave out unnecessary information from alt text. |  |
| Avoid redundancy in alt text. |  |
| Keep alt text concise, when possible. |  |
| End alt text with a period. |  |
| When images are too complex for concise alt text, include your description elsewhere. |  |
| **Multimedia (Audio & Video)** |
| Create accurate captions for video content. |  |
| Create detailed transcripts for multimedia content. |  |
| **Documents and Files** |
| Provide text content in an easily accessed format (preferably HTML). |  |
| Provide documents/files that are readable by assistive technology. |  |
| Use meaningful filenames, with lowercase text and avoiding spaces and special characters. |  |
| Create documents/files that meet the previous criteria discussed on this list. |  |