**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…?*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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. | | |  | |