Checklist for Creating a PowerPoint Using Universal Design for Learning

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| **Slide Layouts and Structure** | * Is a standard, pre-defined slide layout used? * Was the presentation started with a blank presentation building slides using the Outline view? * Do all slides have unique titles? * Was slide transitions used cautiously? * Is the reading order of each slide logical? |

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| **Text** | * Is the presentation clearly written and easy to read? * Is the contrast between text and background sufficient? * Has real text rather than text within graphics been used? * Has basic, simple, easily to read fonts been used? * Is the font size easy to read? * Has structure been added by using styles/themes provided to make sure the correct order is being used (H1, H2)? * Has the reason for links been included and understandable if read alone? * Has moving, blinking, auto-refreshing text been avoided? * Have alternate text been added to images to help explain the importance of each image? |

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| **Tables and Charts** | * Have tables, charts, and graphs been added using the appropriate slide layout or by selecting the item from the insert menu? * Does data in tables read from left to right? * Have clear column headings been included? |

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| **Audio and Video** | * Have closed captions and transcripts been included? * Has text been used to identify the media? |

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| **Checked for Accessibility** | * Has the document been checked with the built in Accessibility Checker?   **Click on File in the top left hand corner.**  **Click the “Check for Issues” box**  **Click check accessibility**  **If issues are noted in the dialog box, edit as stated, run accessibility checker again. If there are no issues, great!** |

**Refer to file, UDL\_PPT titled Why and How to Create a Universally Designed Microsoft PowerPoint document in staff resources for a more detailed explanation.**