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.**