# Online Resources Inclusivity Checklist

This checklist accompanies the Guidelines for Inclusive Learning Resources available at:
https://blogs.tees.ac.uk/lteonline/learning-and-teaching/guides/guidelines-inclusive-learning-resources/

|  |  |  |  |
| --- | --- | --- | --- |
| If applicable have you followed the recommendations or require further assistance to do so?  | **Yes/****No**  | **N/A** | **Help**  |
| **Written Resources**  |
| **Typeface (choice of font)** |  |  |  |
| Font size 12-14pt  |  |  |  |
| Font type Verdana or Tahoma (sans serif with distinctive I,l and 1)  |  |  |  |
|  |  |  |  |
| **Layout (features to use in word processor)** |  |  |  |
| Predefined headings Heading 1, Heading 2 etc |  |  |  |
| 1.5 or double spaced paragraphs |  |  |  |
| Left aligned text |  |  |  |
| Bullet points with commas or full stops |  |  |  |
| Bold used for emphasis not block capital, italics or underlining.  |  |  |  |
| In MS Word© Any Word Art removed and replaced with text |  |  |  |
| In MS Word© any text effects removed |  |  |  |
|  |  |  |  |
| **Clarity of written Language** |  |  |  |
| Simple and concise language used (feedback sought) |  |  |  |
| Clear instructions and procedures (feedback sought) |  |  |  |
|  |
| **Presentations (development of presentation resources)** |
| Essential text only on presentation screen |  |  |  |
| Font size of 28pt plus |  |  |  |
| Use of template for visual consistency  |  |  |  |
| Unnecessary animations removed  |  |  |  |
| Soft background colour used  |  |  |  |
|  |
| **Colour (use of colour in all resource types)** |
| Strong contrast between background and text |  |  |  |
| Colour not used as only means to label information on images |  |  |  |
|  |
| **Media (providing alternatives and compatible formats)** |
| Web-links clearly named |  |  |  |
| Graphics and photographs with text description  |  |  |  |
| Descriptive animations and or videos used to demonstrate concepts and processes  |  |  |  |
| Audio used to describe key visuals  |  |  |  |
| Web content developed in HTML 5 |  |  |  |
| Video provided in MP4 format |  |  |  |
| PDF (Adobe Acrobat) developed following accessibility guidance or alternative format provided  |  |  |  |
| **Provision of learning resources (inclusive strategies for delivering resources)** |
| Resources provided in advance of learning sessions |  |  |  |
| Key resources supplied in multiple formats |  |  |  |
| Key resources also provided in original flexible format e.g. Word as .docx |  |  |  |

Contact elearning@tees.ac.uk for further assistance with recommendations.