UDL Quick Guide

Purchasing Instructional Materials and Resources - Getting Value and Usability for All Students

Are you purchasing, selecting or evaluating instructional materials that are online or have a digital component?

If so, ensure you are selecting materials that give *all students* equal opportunities to learn and make the most of limited funds. Consider which elements of instructional materials are aligned with Universal Design for Learning (UDL) principles (more info can be found here.)

Using this checklist should be done in conjunction with the Record of Evaluation for Instructional Materials (MCPS Form 365-25).

Full product name:	
Edition/date/version:	
Additional information (e.g. product website):	

UDL criteria	Rating	Notes
	1 = unacceptable, 2 = acceptable, 3 = excellent	
Home Use of Digital Versions of Text ease with which students can access a digital copy of the material from home		
Online version available if primary product is paper text	1 2 3	
Online version is easily accessible for students from home (note method by which students access online version, if procedures teachers need to follow are time consuming)	1 2 3	
Digital copy available to share with students at school and home but not online (note how it can be shared)	1 2 3	
Text Usability allow text to be read by students with varied reading, vision, language or comprehension needs or preferences		
Read aloud function built-in	1 2 3	
• Highlighting word by word or sentence by sentence	1 2 3	
• Adjustable read aloud speed	1 2 3	
• Adequate quality of read aloud voice	1 2 3	
• Able to have individual words read aloud	1 2 3	
• Read aloud options easily useable by students	1 2 3	
If read aloud function not built-in, text is able to be selected with mouse and read aloud by text reader software (e.g. Natural Reader)	1 2 3	
Translation in other languages (note languages)	1 2 3	
Screen zoom easily adjustable by students	1 2 3	
Ability to change color, contrast and text formatting	1 2 3	

UDL criteria	Rating	Notes
	1 2 3	***1 = unacceptable, 2 = acceptable, 3 = excellent***
Ability to choose to reduce content on a page	1 2 3	
"Printable version" with a clean copy (no ads)	1 2 3	
Text able to be copied and pasted into word processor	1 2 3	

Options for Vocabulary/Background Knowledge
tools to help define vocabulary and support background knowledge so students can better understand content

Dictionary built-in for selected words	1 2 3	
Bilingual dictionaries (note languages)	1 2 3	
Links to additional information for background knowledge or extension resources	1 2 3	

Options for Flexible Searching
search function provides students options for learning about a topic in a variety of methods

Searches generate options for information that include multi-media	1 2 3	
Searches generate information with various reading levels of text	1 2 3	

Options for Multimedia Content
audio and video content is provided and is usable by diverse learners

Video content paired with text resources	1 2 3	
Videos have captioning	1 2 3	
Pre-recorded audio paired with text resources (e.g. interviews, songs, speeches)	1 2 3	
Video and audio content in multiple languages	1 2 3	

Options for Active Reading/Research
built-in annotation, note taking and pre-writing tools that support varied learning needs and preferences

Able to highlight/annotate on digital copy and save for later viewing	1 2 3	
Options to take and save notes online	1 2 3	
Teacher able to highlight/annotate and share annotated text with students	1 2 3	
Can export annotations/highlights (e.g. to MS Word document)	1 2 3	
Provided worksheets and graphic organizers allow for typing or printing for writing by hand	1 2 3	
Variety of worksheets and graphic organizers provided that differentiate for diverse learners	1 2 3	
Supplemental resources (i.e. "printables") have text that can be selected and read aloud with text reader software (e.g. Natural reader)	1 2 3	

Using this checklist <u>does not</u> take the place of an evaluation on an MCPS Form 365-25.
Web applications and software programs need to be submitted and approved by MCPS Field Installation Unit

Name of reviewer:		**Date:**	
School/office/contact:			