

# THE TECHNICAL IMPLEMENTATION CHECKLIST

Topic	Method	True	False			
<b>Learning platform (LMS)</b>	In principle, the course makes use of the same platform as other courses, unless there is a compelling reason to use another tool instead.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
	The one-stop principle: All course materials, exercises and workspaces can be found via the course page/learning platform.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
	The learning platform is used to collect metadata for analysis. This data is available to the teacher e.g. for the purposes of instruction and to learners e.g. for the purposes of monitoring the progress of their studies.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
	The platform and other tools are also easy to use on mobile devices.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
<b>Other tools</b>	If other web-based tools are used, the reasons for the decision to do so are shared with the students. Any applications used are information secure and available free of charge.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
	User instructions for using the online platform and other tools, downloading applications, and creating a user account can be found on the learning platform.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
	Requirements regarding equipment and other necessary applications are included in the course description available at the registration stage.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
<b>Organization of content</b>	The content on the learning platform is logically structured: chronologically, thematically, or based on other coherent criteria.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
	Content such as folders, files, and pages are identifiable and named in a logical manner.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
	The course is visually coherent and students have no difficulty identifying the elements it comprises.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
<b>Usability and visual aspects</b>	Fonts are easily readable. The text used is sufficiently large or can be enlarged.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
	Text is readable with the help of a screen reader. Headings use heading elements, the body text uses body text elements, and pictures are accompanied by descriptive text.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
	Videos and audio files are subtitled or transcribed, or the content is otherwise available in text form.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
	Material that is not accessible is clearly labelled as such.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
	Using the various tools provided is information secure. Content and materials are information secure.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>

Adapted from the eAMK Evaluation Tool for Online Implementations (Mari Varonen & Tuula Hohenthal 2017).

<https://www.eamk.fi/en/courses-offering/evaluation/>

Source: CAST (2019). Universal Design for Learning Guidelines. <http://udlguidelines.cast.org/>



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