

2015-2016 Instructional Material

Universal Design Learning (UDL) Rubric

Bid Number: 3010

Title of Materials: Enhanced Discovering Computers & Microsoft Office 2013: A Combined Fundamental Approach, 1st ed.

Publisher: Cengage Learning

The following are questions asked of the publisher and their responses can be found in their UDL document which is provided on their reviewer portal. Please mark where the material falls on the scale and provide comments that will help publishers improve their product and districts make informed choices. On completion please return to Cathy Seeds at Cathy.Seeds@fldoe.org.

Instructions: Place an X in the cell below each rating. **Example:**

1 Very Poor/Not Aligned	Poor Alignment	Fair Alignment	Good Alignment	Very Good Alignment
		X		

1. How are both flexibility and student choices provided for the following **presentation features** in the instructional materials:

- Fonts:
 - Type and size.

1- Very Poor/Not Aligned	2-Poor Alignment	3-Fair Alignment	4-Good Alignment	5-Very Good Alignment
X				

Comment: Not addressed in questionnaire. Providing options for changing font type as well as font sizes provides needed reading supports for some students.

- Colors and background colors can be adjusted.

1 Very Poor/Not Aligned	Poor Alignment	Fair Alignment	Good Alignment	Very Good Alignment
X				

Comment: Not addressed in questionnaire. Being able to adjust foreground and background colors can provide needed reading supports for some students.

- Background: High contrast color settings are available.

1 Very Poor/Not Aligned	Poor Alignment	Fair Alignment	Good Alignment	Very Good Alignment
X				

Comment: Not addressed in questionnaire. High contrast options can be very useful for students with visual impairments.

- Text-to-speech tools

1 Very Poor/Not Aligned	Poor Alignment	Fair Alignment	Good Alignment	Very Good Alignment
		X		

Comment: Listed as available feature. Text-to-speech tools help support English Language Learners, Exceptional Needs Students, and struggling learners. Text to speech helps students with reading comprehension, reading fluency, and prosody.

- All images have alt tags.

1 Very Poor/Not Aligned	Poor Alignment	Fair Alignment	Good Alignment	Very Good Alignment
X				

Comment: Not addressed in questionnaire. Alt tags and description tags are needed for students who depend on screen readers for instructional content, including images and charts.

- All videos are captioned.

1 Very Poor/Not Aligned	Poor Alignment	Fair Alignment	Good Alignment	Very Good Alignment
X				

Comment: Not addressed in questionnaire. Captioning is important for students who are deaf or hard of hearing.

- Text, image tags, and captioning sent to refreshable Braille displays.

1 Very Poor/Not Aligned	Poor Alignment	Fair Alignment	Good Alignment	Very Good Alignment
X				

Comment: Not addressed in questionnaire. Sending the instructional content to refreshable braille displays, or enabling programs such as JAWS to send the content to refreshable braille displays is an important support for students who are blind or visually impaired.

2. How are the following **navigation features** provided in the instructional materials:

- Non-text navigation elements (buttons, icons, etc.) can be adjusted in size.

1 Very Poor/Not Aligned	Poor Alignment	Fair Alignment	Good Alignment	Very Good Alignment
X				

Comment: Not addressed in questionnaire. Being able to enlarge navigation and tool selection elements can be an important support for students who use screen-scanning systems or touch screens.

- All navigation elements and menu items have keyboard shortcuts.

1 Very Poor/Not Aligned	Poor Alignment	Fair Alignment	Good Alignment	Very Good Alignment
X				

Comment: Not addressed in questionnaire. Keyboard shortcuts are important in the development of alternative keyboards and onscreen keyboards/overlays for students who have fine motor limitations.

- All navigation information can be sent to refreshable Braille displays.

1 Very Poor/Not Aligned	Poor Alignment	Fair Alignment	Good Alignment	Very Good Alignment
X				

Comment: Not addressed in questionnaire. Sending the navigational information to refreshable braille displays, or enabling programs such as JAWS to send the information to refreshable braille displays is an important support for students who are blind or visually impaired.

3. How are the following **study tools** provided in the instructional materials:

- Highlighters are provided in the four standard colors (yellow, rose, green, blue).

1 Very Poor/Not Aligned	Poor Alignment	Fair Alignment	Good Alignment	Very Good Alignment
		X		

Comment: Listed as available feature. This supports students who need to visually organize instructional content.

- Highlighted text can be automatically extracted into another document.

1 Very Poor/Not Aligned	Poor Alignment	Fair Alignment	Good Alignment	Very Good Alignment
X				

Comment: Not addressed in questionnaire. This supports students who have problems organizing information.

- Note taking tools are available for students to write ideas online; as they are processing curriculum content.

1 Very Poor/Not Aligned	Poor Alignment	Fair Alignment	Good Alignment	Very Good Alignment
		X		

Comment: Listed as available feature. Note taking tools allow the students to annotate key points, summarize the main idea of the paragraph, or notate to side where they would like to search the web to deepen their knowledge concerning what they just read.

4. Which of the following **assistive technology supports, by product name**, have you tested for use with the instructional materials:

- Assistive technology software that can be run in the background. Examples include:
 1. Magnification
 2. Text-to-speech
 3. Text-to-American Sign Language
 4. On-screen keyboards
 5. Switch scanning controls
 6. Speech-to-text

1 Very Poor/Not Aligned	Poor Alignment	Fair Alignment	Good Alignment	Very Good Alignment
X				

Comment: Not addressed in questionnaire.