Accessible Virtual Environment Checklist:

Vision:

- ☐ Use Large Text, symbols, and Images
- ☐ High contrast colors
- ☐ Use Sans Serif Font (Calibri, Arial, Garamond, etc.)
- ☐ Minimum 24-28 point font
- ☐ Proper lighting for facilitator
- ☐ Describe slides/images that contribute to the learning

Hearing:

- ☐ Use Visuals
- ☐ Face the camera when speaking
- ☐ Ensure appropriate volume
- ☐ Use closed or open captioning
- ☐ Provide transcripts of training class
- ☐ Proper acoustics and sound for facilitator

Mobility:

- ☐ Ensure any pre-work or post-work is easy to navigate
  - o Electronic work should be able to be completed with a keyboard
  - o Electronic work (reading, etc.) should avoid too much scrolling

Nonapparent Learner Challenges (Cognitive/Neurodiverse):

- ☐ Use Simplified instructions that are easy to navigate and understand
- ☐ Use predictable language (can easily follow flow of conversation)
- ☐ Use Sans Serif Font (Calibri, Arial, Garamond, etc.)
- ☐ Deliver multiple presentation formats (video, activities, discussion, etc.)
- ☐ Record the training

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Accessible Virtual Environment Checklist (continued):

Low Literacy:

- ☐ Give simplified instructions
- ☐ Materials should be written at 5th grade reading level or below
- ☐ Use peer language and familiar words
- ☐ Use visuals
- ☐ Deliver training in an interactive format
- ☐ Limit the amount of content materials distributed
- ☐ Give concrete, real-world examples
- ☐ Record Training

Low Digital Literacy:

- ☐ Allow for hard copies of materials to be printed
- ☐ Offer Blended Learning options
- ☐ Conduct quick digital tutorials of platforms being used
- ☐ Provide simple instructions
- ☐ Provide "How-To" Job Aids

Language Learners (Non-Native English Speakers):

- ☐ Use images
- ☐ Write materials in appropriate reading level (5th grade or below)
- ☐ Provide hands-on experiences
- ☐ Ensure real-world application
- ☐ Record the training
- ☐ If no interpreters available, use translator apps (not perfect, but can be helpful)

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