

DIGITAL MEDIA CHECKLIST

1. RESOURCE SUMMARY

Name Conducting a Virtual Consultation - Crafting the Initial Email

Link <https://360.articulate.com/review/content/b0e94f67-2190-4f44-83b4-f8d14a57a72c/review>

Type Rise 360 course

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2. RELEVANCE & ACCURACY

YES **N/A** **Criteria**

- Is the content relevant to at least one learning objective?
- Is the content accurate and up to date?
- Is the content produced by a reputable source?
- Is content written at an appropriate level for the intended audience?
- Is the design appealing & clear?
- If there are interactive elements, are the controls intuitive & the activities contribute to learning?
- Are there opportunities for learner self-assessment?

3. ACCESSIBILITY

YES **N/A** **Criteria**

- Are elements formatted with sufficient contrast?
- Do images have alt-text?
- If applicable, is audio of high quality?
- If applicable, do videos have captions?
- If applicable, is the resource available in alternative formats?
- Is the resource compatible with the learning platform (e.g., hosting, embedding, etc.)?

4. LICENSING

YES **N/A** **Criteria**

- Is the resource under copyright?
- If applicable, does the license permit Educational Reuse of the resource?
- If applicable, does the license permit adaptation or modification of the content/materials?

