

Name of Tool:		
URL of Tool:		
Intended Use:		
Description of Tool:		
	<b>Rating (0-3)</b>	<b>Comment</b>
<b>Universal Design for Learning</b>		
<b>Representation:</b>	#DIV/0!	
Does this tool allow you to provide:		
multiple ways of providing or disseminating information (text, audio, images, videos)?		
multiple languages for information to be presented in?		
multiple representations of vocabulary, symbols, graphical data, or images?		
organizers, models or other tools to support comprehension and information linkages?		
opportunities for pre-testing, reviewing or practicing content or skills?		
conditional release, chunking or scaffolds for information?		
<b>Action and Expression:</b>	#DIV/0!	
Does this tool allow you to provide:		
a variety of interaction and navigation methods for your materials?		
customized or alternative interaction methods with the screen or keyboard?		
the opportunity to compose, construct or present information in multiple media?		
multiple or alternative composition or construction tools?		
models, mentors or scaffolds student would otherwise not have access to?		
feedback customized to individual learners (either provided directly by you, by someone else, or by adaptive software)?		
opportunities for students to set goals and develop strategies to meet them?		
prompts for students regarding goal-setting, planning, organizing, categorizing or other executive functions?		
opportunities and support for personalized self-reflection?		
<b>Engagement:</b>	#DIV/0!	
Does this tool allow you to provide:		
students with choices regarding the challenge, context, tools, design or other aspects of the assignment?		
opportunities for student participation in design of activities or tasks?		
a variety of activities and information that are culturally or socially relevant?		
more authentic, novel or relevant problems for student to explore and think about?		
opportunities for exploration or experimentation?		
variations in risk, stimulation and social demands for activities?		
opportunities for the whole class to participate and engage together?		
variety in the challenge associated with activities?		
opportunities for cooperative or collaborative learning groups or peer supports?		
more frequent, relevant, or substantive feedback to students?		
scaffolds for students to become more self-regulated learners?		
<b>Ease of Use</b>		
<b>Intuitiveness:</b>	#DIV/0!	
Do you feel the tool is intuitive?		
Is the navigation clearly laid out?		
Is the tool relatively free of jargon or other language that would be confusing to users?		
Does this tool allow students to share their work on comment on other's work easily?		
Does this tool allow you to monitor students' work in progress (Is formative assessment possible)?		
Does this tool have generally positive reviews online?		
Is the tool flexible enough for students to be creative when using it?		
<b>Training:</b>	#DIV/0!	
Is there free online training available?		
If there is free online training available, is it in multiple forms (text, video, audio)?		
Is there paid online training available, and are you willing to cover the costs or pass them on to your students?		
Do you have enough expertise to train students to use this tool?		
Is there some else in your department or at VIU willing to train students to use this tool?		
<b>Technical Support:</b>	#DIV/0!	
Does the tool offer free technical support?		
If there is free technical support, is it available in multiple forms (live chat, email, phone, ect)?		
Is there paid technical support available, and are you willing to cover the costs or pass them on to your students?		
Do you have enough expertise to support students to use this tool?		
Is there some else in your department or at VIU willing to support students using this tool?		
<b>Pricing:</b>	0	
Is this tool free to use for your intended use case?		
If there is a financial cost, will you or your department cover it for students?		
<b>Other Considerations:</b>	#DIV/0!	
Is this tool accessible to screen readers and other assistive devices?		
Can you find explicit information regarding accessibility of this tool online or from colleagues?		
Does this tool work well on multiple browsers (works in Internet Explorer, Firefox, Safari, Chrome, ect)?		
Do you know anyone who has used this tool successfully with their class?		
Are there any useful integrations or plugins that do not require accounts to use?		

Privacy Considerations	
<b>Locations and Integrations:</b>	#DIV/0!
Is the tool hosted in Canada?	
Is this tool free of 3rd party integrations that are hosted outside of Canada?	
<b>Accounts:</b>	#DIV/0!
Can this tool be used without creating an account?	
Can you create a "class" account without violating terms of service?	
Do you know what information is needed to create an account?	
Can users choose not to supply some information during account creation?	
Can users hide or otherwise "lock down" that information, so other users cannot see it?	
Can users delete their accounts?	
<b>Terms of Service and Privacy Statements:</b>	#DIV/0!
Do you know what information will be collected about your students?	
Do you know how that information will be used?	
Do you know who owns and has legal rights to that information?	
Do you know who owns the rights to user content and data?	
Do you know how user content and data is used?	
Do you know how user content and data is shared?	
Do you know who has custody of user content and data in the event the company is sold or taken over?	
Are you comfortable with your understanding of the terms of service and privacy statements without consulting the FOIP officer?	
<b>Informed Consent:</b>	#DIV/0!
Have you provided student with written notice about using the tool?	
Does the notice include:	
what personal information is required to use the tool?	
why that personal information is required (reasons)?	
what the authority for requiring the information is (methods)?	
what the potential uses of that information are (implications)?	
Have you planned on taking time to discuss privacy concerns with your class?	
Have you, someone else in your department, or someone else at VIU, drafted a student consent agreement form?	
Have you, someone else in your department, or someone else at VIU, drafted a student user agreement form?	
Have you, someone else in your department, or someone else at VIU, drafted a privacy or technology protection tip sheet?	
<b>Alternatives</b>	0
Are you prepared with alternatives to this tool for students if there are accessibility, privacy, usability or other concerns?	