

CHECKLIST FOR PRINCIPLES OF LEARNING

1. Ease Cognitive Load

- a. Minimize relevant info per slide – Use text as cues (no punctuation)
- b. Minimize conflict between slides and speech
- c. Show fewer words than spoken or leave words off screen (highlight text)
- d. Use relevant images as much as possible at time needed (Balance clarity and simplicity)
- e. Arrange words and pictures to compliment each other
- f. Put words near associated part of visual
- g. Say and animate simultaneously
- h. Pace: slow enough for students to attend, organize and integrate as they follow
- i. Use consistent, simple design elements and levels
- j. Relate slides to print materials

2. Direct Attention

- a. Show one point at a time - vertical or left to right
- b. Relate images and words - written or spoken
- c. Minimize distractions
 - spelling errors
 - odd fonts
 - backgrounds
 - transitions
 - sounds
 - standard formats (and decorations)
- d. Provide objectives, clear outline, or list of questions
- e. Provide activities and questions

3. Ease Reception

- a. Use readable text
 - font size OK
 - sans serif font
 - upper and lower case font
 - limit underlining
 - left align numbered or bulleted words that deserve to be a list
- b. Show large and clear images and movies
- c. Play relevant sounds
- d. Contrast figure and ground
 - differing intensity
 - solid color
 - contrasting figure
 - empty spaces

4. Build on Experience

- a. Provide or reinstate concrete experience
- b. Move to abstract thought