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