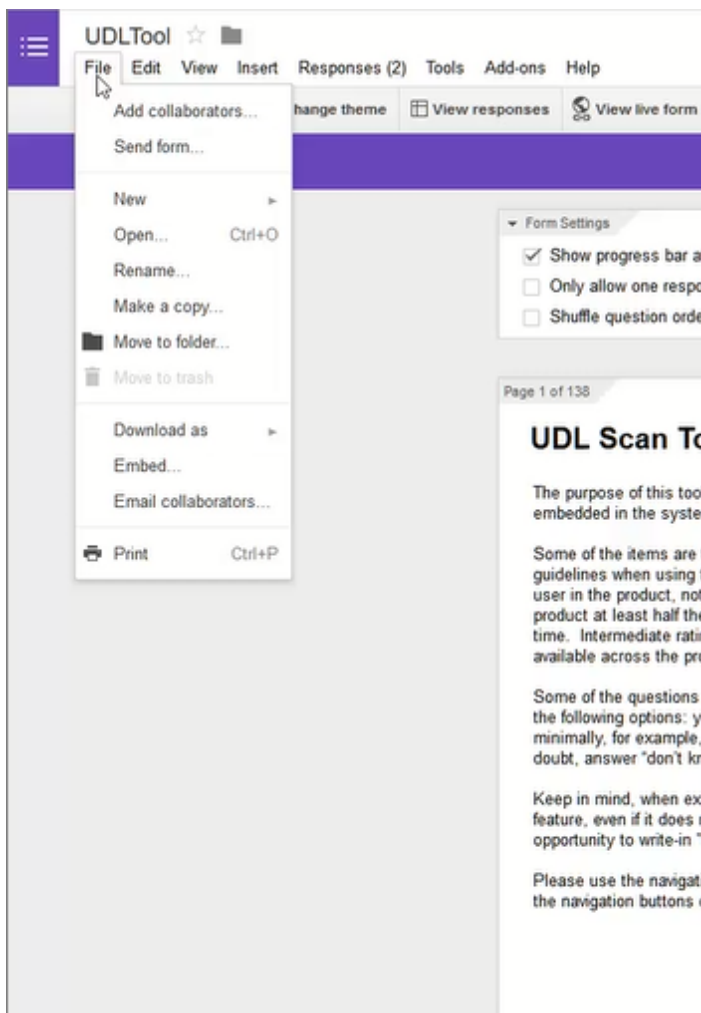


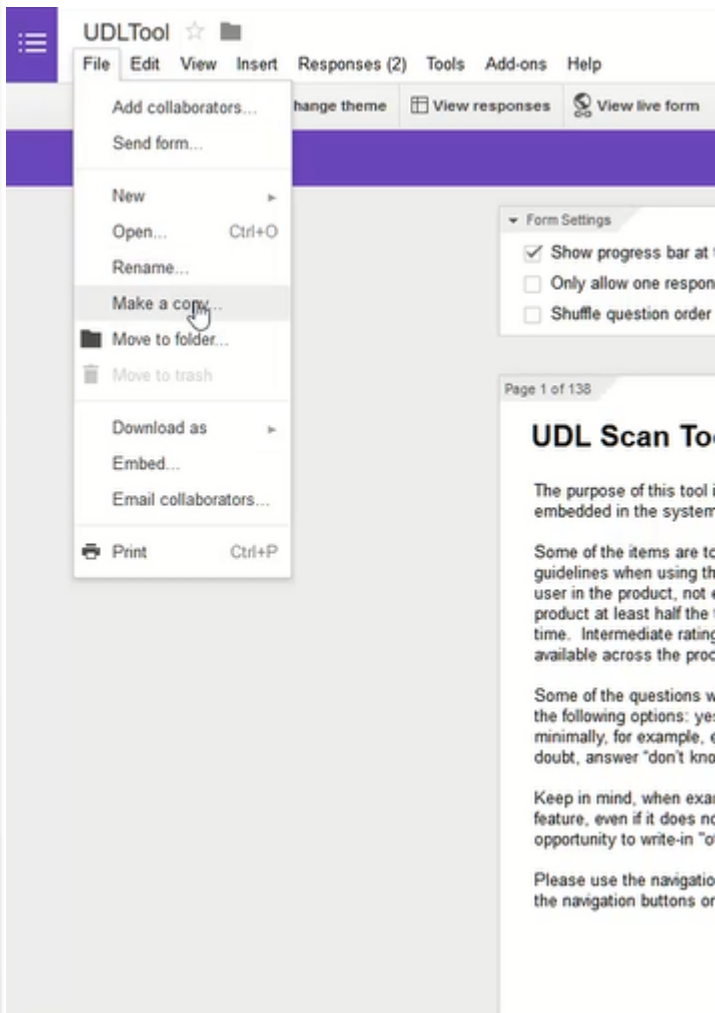
Quick how-to: Using The UDL Scan Tool

Step 1: Creating your copy of the form

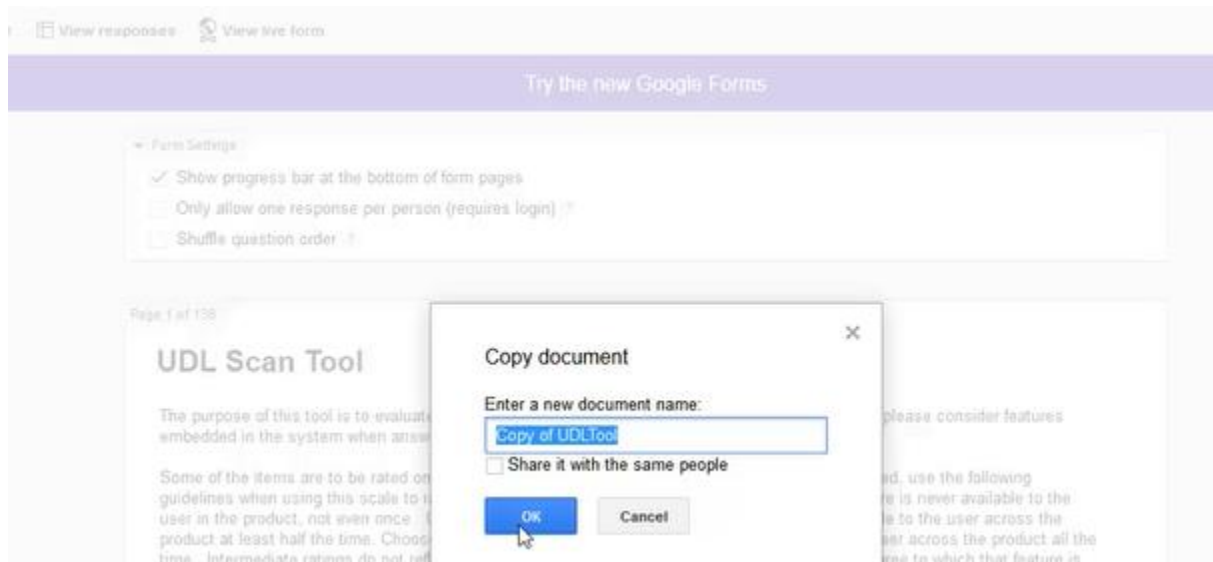
i. Go to File



ii. Then click on "Make a copy"



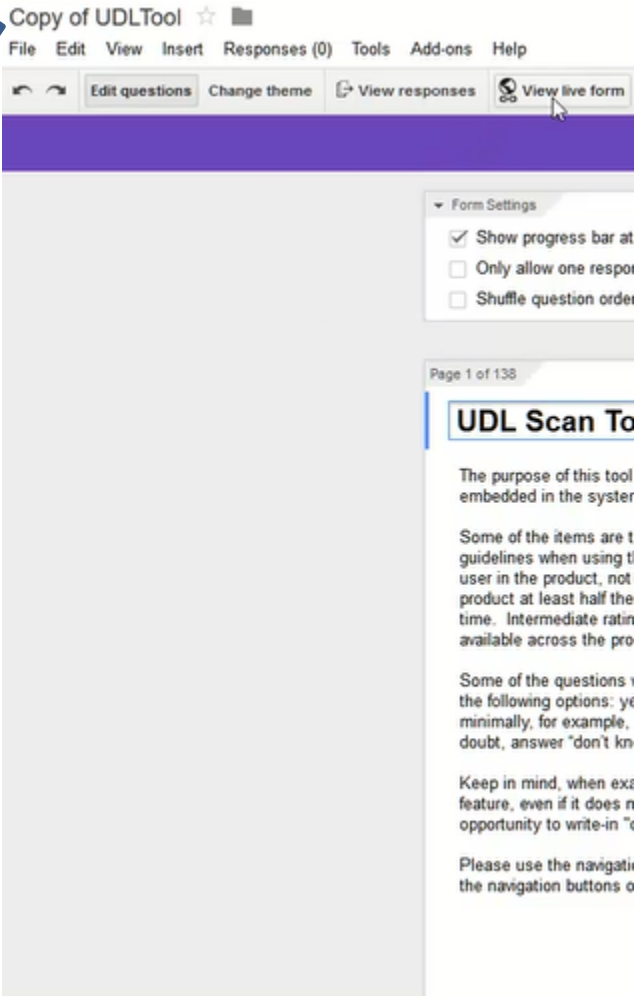
iii. Click "Ok"



Step 2: Completing the form

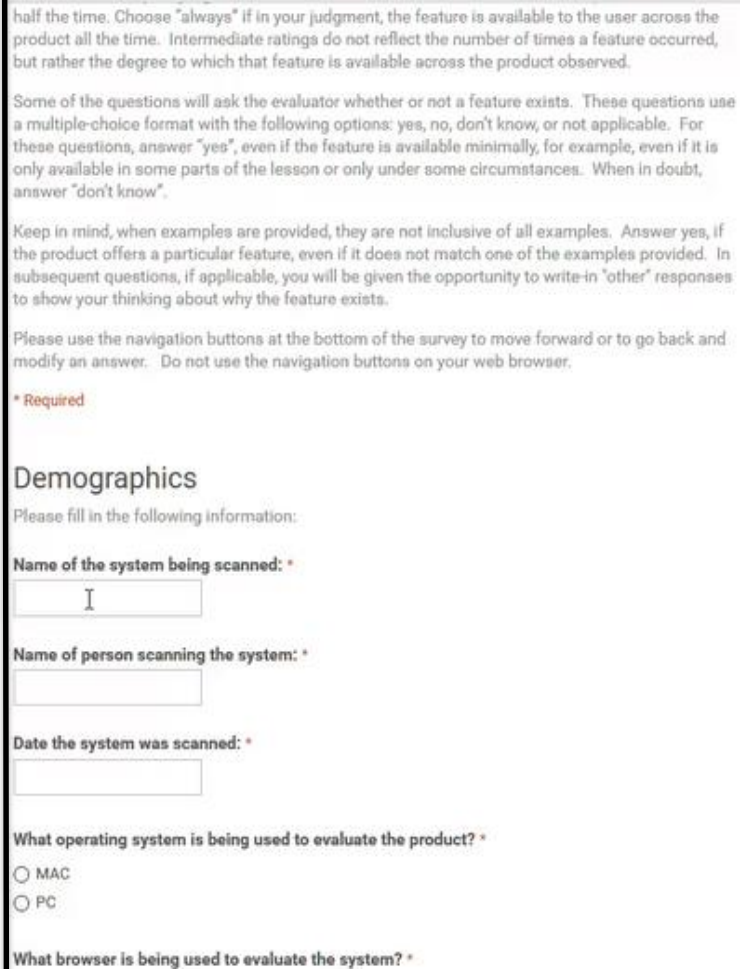
i. Click "view live form"

*Note: it is critical that you ensure you are working with the "Copy of UDLTool" and NOT the original. Failure to do so will result in a loss of your data.



The screenshot shows the top navigation bar of the UDLTool interface. The 'View live form' button is highlighted with a blue arrow. Below the navigation bar, there is a 'Form Settings' section with three checkboxes: 'Show progress bar at' (checked), 'Only allow one response' (unchecked), and 'Shuffle question order' (unchecked). The main content area displays the title 'UDL Scan Tool' and a paragraph of text: 'The purpose of this tool embedded in the system. Some of the items are guidelines when using the user in the product, not the product at least half the time. Intermediate ratings available across the product. Some of the questions use the following options: yes, no, don't know, or not applicable. When in doubt, answer "don't know". Keep in mind, when examples are provided, they are not inclusive of all examples. Answer yes, if the product offers a particular feature, even if it does not match one of the examples provided. In subsequent questions, if applicable, you will be given the opportunity to write-in "other" responses to show your thinking about why the feature exists. Please use the navigation buttons at the bottom of the survey to move forward or to go back and modify an answer. Do not use the navigation buttons on your web browser.'

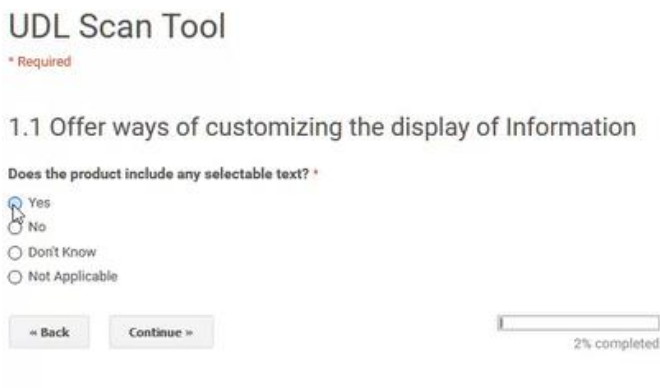
ii. Enter in demographic information about the lesson/module you are reviewing



The screenshot shows the 'Demographics' section of the form. It includes the following questions and input fields:

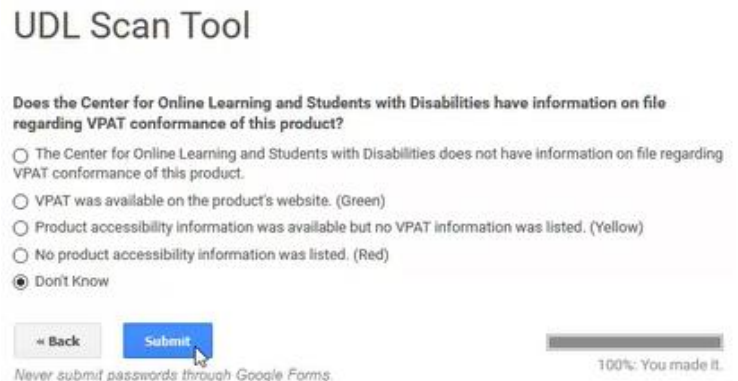
- Name of the system being scanned: *** (Text input field)
- Name of person scanning the system: *** (Text input field)
- Date the system was scanned: *** (Text input field)
- What operating system is being used to evaluate the product? ***
 - MAC
 - PC
- What browser is being used to evaluate the system? *** (Text input field)

iii. Answer each question in the form



The screenshot shows the first question of the form: '1.1 Offer ways of customizing the display of Information'. The question is: 'Does the product include any selectable text? *'. The options are: Yes (selected), No, Don't Know, and Not Applicable. There are 'Back' and 'Continue >' buttons at the bottom. A progress bar shows '2% completed'.

iv. Click "submit" at the end of the form (click [here](#) for information on VPAT)



The screenshot shows the final question of the form: 'Does the Center for Online Learning and Students with Disabilities have information on file regarding VPAT conformance of this product?'. The options are: 'The Center for Online Learning and Students with Disabilities does not have information on file regarding VPAT conformance of this product.', 'VPAT was available on the product's website. (Green)', 'Product accessibility information was available but no VPAT information was listed. (Yellow)', 'No product accessibility information was listed. (Red)', and 'Don't Know' (selected). There are 'Back' and 'Submit' buttons at the bottom. A progress bar shows '100%: You made it.' and a note: 'Never submit passwords through Google Forms.'