

## Digital Media Checklist

Accuracy	Yes	Notes
The information is accurate.	✓	
The source is reliable.	✓	
The author is credible.	✓	
The source is free of spelling and grammatical errors.	✓	
Relevance		
The information is relevant to the course topic.	✓	
The content aligns to learning objectives.	✓	The objective is to learn how to share Microsoft Office products assuming the user knows Microsoft.
The current information is sufficient for the purpose of viewing.	✓	
Accessibility		
The product is clear and readable.	✓	
The product can be viewed from the format.	✓	
The content provides alternative access to course materials that meets the needs of most learners.	✓	The form is a PNG file which most users have access to
Usability		
The resource is easy to use.	✓	
The resource encourages active learning.	✓	
The resource provides assessment capabilities for knowledge checks.	✗	Knowledge checks are not needed for this source
Licensing		
The resource can be shared for educational purposes.	✓	Modifications are not allowed but users can share and redistribute with credit to the author.
The resource is considered creative commons?	✓	Users can share the flyer but cannot edit it due to possible miscommunication.
The resource has a creative commons licenses posted.	✓	