

Digital Media Checklist (Blank Template)

Evaluator name:

Date evaluated:

Course: LDTC 610, Digital Foundations: Getting Ready to Work with AI

This is my reusable checklist for evaluating any digital media or OER before it goes into the course. It is built from the production gates I already hold my own media to. For each item, mark the rating (Met / Partial / Not met / N/A) and add notes.

1. Resource Identification

Field	Entry
Resource title	
Resource URL	
Media type (video / image / audio / interactive / document)	
Source or author	
Intended CLO or module objective	

2. Rights and Licensing

Criterion	Rating	Notes
License type is clearly stated (Creative Commons, shareware, public domain, original, etc.)		
The license permits my intended use (embed, adapt, redistribute)		
Attribution requirements are identified and can be met		
For original media, any third-party tools used (AI voice, AI image, stock) are cleared for distribution		
Rights resolution status	Pending / Cleared / Confirmed	

3. Accessibility and ADA Compliance (WCAG 2.2 AA)

Criterion	Rating	Notes
Video has accurate captions; audio has a transcript		
Images include descriptive alt text		

Criterion	Rating	Notes
Color contrast meets 4.5:1 for text		
Content is keyboard navigable		
Content renders and works on a phone (mobile-first)		
Reading level fits non-technical adults (target Flesch-Kincaid grade 8 to 10)		

4. Instructional Fit

Criterion	Rating	Notes
Supports a specific, named CLO or objective		
Cognitive level matches the objective (Apply or above for procedural tasks)		
Media format suits the task (procedure to screen recording; concept to explainer)		
Length fits busy learners (video under about five minutes)		

5. Quality and Integrity (my production gates)

Criterion	Rating	Notes
No burned-in dates or watermarks that age the piece		
Sources and claims are verified		
Tool-agnostic: does not quietly sell or favor a specific product		
Audio and visual quality are clear and professional		

6. Summary and Recommendation

Field	Entry
Overall summary and comments	
Recommendation	Use as-is / Use with modifications / Do not use
Required modifications before use	
Evaluator signature and date	