

# Digital Media Checklist: Completed Evaluation

**Evaluator name:** Glen Buchanan

**Date evaluated:** June 2026

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

I applied my blank checklist to a piece of my own work: the original captioned instructor introduction for my minicourse, Digital Foundations. I chose my own media on purpose, to prove it clears the same bar I hold every other resource to. Ratings: Met, Partial, Not met, or N/A.

## 1. Resource Identification

Field	Entry
Resource title	Digital Foundations, instructor introduction (animated motion-comic)
Resource URL	<a href="https://techfoundations.ai/media/ldtc610-intro.mp4">https://techfoundations.ai/media/ldtc610-intro.mp4</a>
Media type	Video (illustrated motion comic with narrated voiceover and captions)
Source or author	Original, created by Glen Buchanan
Intended CLO or module objective	Course orientation: introduces the instructor and the course so learners know what to expect and feel at ease starting

## 2. Rights and Licensing

Criterion	Rating	Notes
License type is clearly stated	Partial	The video is my original work, but it leans on an AI voice tool and an AI image tool. I own the production, but I have not yet confirmed the distribution terms of those tools.
The license permits my intended use	Partial	Likely permitted for educational use, but I owe myself a written check of each tool's terms before wide distribution.
Attribution requirements are identified and can be met	Met	No third-party stock or copyrighted assets are embedded; any tool attribution required is straightforward to add.
For original media, third-party tools (AI voice, AI image, stock) are cleared for distribution	Partial	This is the open item. The AI voice and image generation tools need their license terms confirmed.
Rights resolution status	Pending	Clearance on the AI voice and image tools is in progress. Will move to Cleared once the terms are confirmed.

**Section summary.** Rights is the one real flag. Even though I made the video, the AI voice and image tools it uses mean I do not yet have full clearance to distribute it widely. That single gap is exactly why a

checklist beats a gut feeling: I would not have stopped to confirm it otherwise.

### 3. Accessibility and ADA Compliance (WCAG 2.2 AA)

Criterion	Rating	Notes
Video has accurate captions; audio has a transcript	Met	The video ships with burned-in captions, so it works on a phone with the sound off.
Images include descriptive alt text	N/A	No standalone images; the visuals are part of the video. The video itself carries an accessible description where it is embedded.
Color contrast meets 4.5:1 for text	Met	Caption and on-screen text use high-contrast pairings against the slide backgrounds.
Content is keyboard navigable	Met	Standard video player controls are keyboard accessible.
Content renders and works on a phone	Met	Hosted as a standard MP4 and confirmed playing on a mobile viewport.
Reading level fits non-technical adults	Met	The script is plain-spoken and conversational, aimed at a non-technical adult audience.

**Section summary.** Accessibility passes. Captions on a calm, plain-spoken video are exactly what lowers the fear for a nervous, busy learner, which is the audience this course is built for.

### 4. Instructional Fit

Criterion	Rating	Notes
Supports a specific, named objective	Met	Serves course orientation: it sets tone and expectations before the first lesson.
Cognitive level matches the objective	Met	Orientation is an awareness-level goal, and an introduction video fits it well.
Media format suits the task	Met	A short, warm video does more for first-impression trust than a block of text would.
Length fits busy learners	Met	Roughly two and a half minutes, short enough to watch in one sitting.

**Section summary.** Strong fit. For this audience the introduction is not decoration; a calm two-minute video is often the difference between someone starting the course or closing the tab.

### 5. Quality and Integrity

Criterion	Rating	Notes
No burned-in dates or watermarks that age the piece	Met	Evergreen by design, so it will not look dated next term.
Sources and claims are verified	N/A	An introduction makes no factual claims that require sourcing.
Tool-agnostic, does not quietly sell a product	Met	Names no specific commercial AI product to the learner; the course stays neutral.
Audio and visual quality are clear and professional	Met	Consistent character, designed slide per beat, clear narration.

**Section summary.** The piece holds the production standard I want every course asset to meet.

## 6. Summary and Recommendation

Field	Entry
Overall summary and comments	The video passes every gate except rights. It is captioned, mobile-first, evergreen, plain-spoken, and tool-agnostic. The one open item is confirming the license terms of the AI voice and image tools used to make it.
Recommendation	Use with modifications
Required modifications before use	Confirm the distribution terms of the AI voice tool and the AI image tool, then update the rights resolution status from Pending to Cleared. Until then, use it inside the course rather than distributing it widely.
Evaluator signature and date	Glen Buchanan, June 2026

## Reflection

Turning the checklist on my own work was the useful part. It is easy to assume your own media is fine because you made it, but the checklist caught a real gap I would have skipped: I own the video, yet I still owe myself license clearance on the AI tools inside it. That is a habit the course itself teaches, so it would be a problem to model anything less. The additional criteria I built in, reading level for non-technical adults, mobile-first delivery, and a tool-agnostic rule, are the ones that decide real fit for Digital Foundations, not just legal safety. The rights resolution status field, suggested by a classmate in the discussion, turns the checklist from a one-time gate into something I can track as the course grows to many media objects.

**Note on AI use.** I used an AI assistant as a thought partner to organize this checklist and to pressure-test the criteria. The checklist design, the evaluation judgments, and the wording are my own. The video being evaluated was produced with AI voice and image tools, which is itself the licensing item flagged above. This follows the course policy on using AI to support, not replace, my work.