

Online **Synchronous** **Learning** Project

Resources Handbook

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Dyslexia Style Guide 2018: Creating Dyslexia Friendly Content

This Style Guide provides principles that can help ensure that written material considers the difficulties experienced by some dyslexic people and allows for the use of text to speech to facilitate ease of reading. Adopting best practice for dyslexic readers has the advantage of making all written communication easier on the eye for everyone.

When making changes consider all the ways that you use written communications, such as emails, presentations, web pages and printed materials. Consider these principles in combination with other accessibility guidance such as the Web Accessibility Content Guidelines (WCAG).

Readable Fonts

Use sans serif fonts, such as Arial and Comic Sans, as letters can appear less crowded. Alternatives include Verdana, Tahoma, Century Gothic, Trebuchet, Calibri, Open Sans.

Font size should be 12-14 point or equivalent (e.g. 1-1.2em / 16-19 px). Some dyslexic readers may request a larger font.

Larger inter-letter / character spacing (sometimes called tracking) improves readability, ideally around 35% of the average letter width. If letter spacing is excessive it can reduce readability.

Inter-word spacing should be at least 3.5 times the inter-letter spacing.

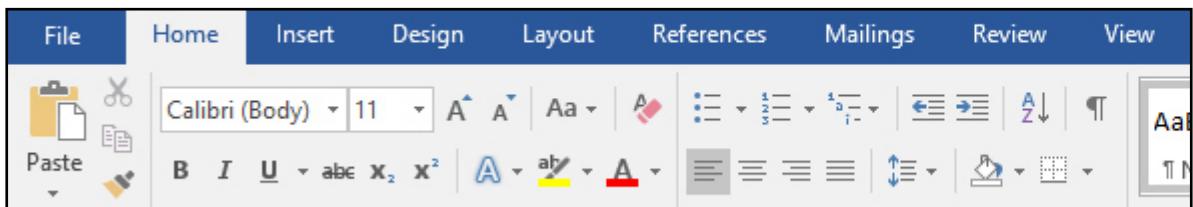
Larger line spacing improves readability and should be proportional to inter-word spacing; 1.5 / 150% is preferable.

Avoid Underlining and italics as this can make the text appear to run together and cause crowding. Use bold for emphasis.

Avoid text in uppercase / capital letters and small caps, which can be less familiar to the reader and harder to read.

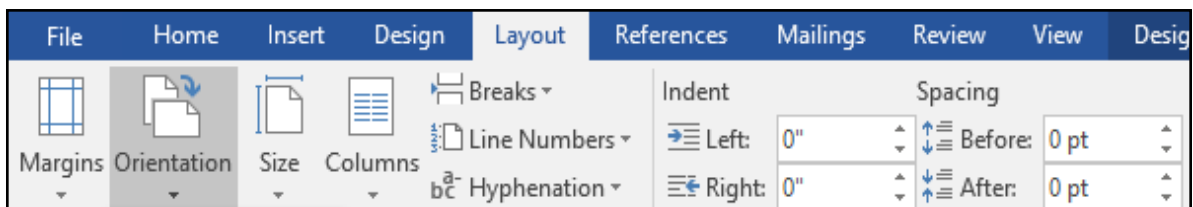
Headings and Structure

Use headings and styles to create consistent structure to help people navigate through your content. In Word, you'll find these tools in the 'Home' tab:



For headings, use a font size that is at least 20% larger than the normal text. If further emphasis is required, then use bold.

Use formatting tools for text alignment, justification, indents, lists, line and paragraph spacing to support assistive technology users. In Word, you'll find these tools in the 'Layout' tab:



Add extra space around headings and between paragraphs.

Ensure hyperlinks look different from headings and normal text.

Colour

Use single colour backgrounds. Avoid background patterns or pictures and distracting surrounds.

Use sufficient contrast levels between background and text.

Use dark coloured text on a light (not white) background.

Avoid green and red/pink, as these colours are difficult for those who have colour vision

deficiencies (colour blindness).

Consider alternatives to white backgrounds for paper, computer and visual aids such as whiteboards. White can appear too dazzling. Use cream or a soft pastel colour. Some dyslexic people will have their own colour preference.

When printing, use matt paper rather than gloss. Paper should be thick enough to prevent the other side showing through.

Layout

- Left align text, without justification
- Avoid multiple columns (as used in newspapers)
- Lines should not be too long: 60 to 70 characters
- Use white space to remove clutter near text and group related content
- Break up text with regular section headings in long documents and include a table of contents

Writing Style

- Use active rather than passive voice
- Be concise - avoid using long, dense paragraphs
- Use short, simple sentences in a direct style
- Use images to support text - flow charts are ideal for explaining procedures; pictograms and graphics can help to locate and support information in the text
- Consider using bullet points and numbering rather than continuous prose
- Give instructions clearly
- Avoid double negatives
- Avoid abbreviations where possible; always provide the expanded form when first used
- Provide a glossary of abbreviations and jargon

Other Useful Information

British Dyslexia Association offer a number of courses around dyslexia and also dyscalculia. Courses are available in the following categories:

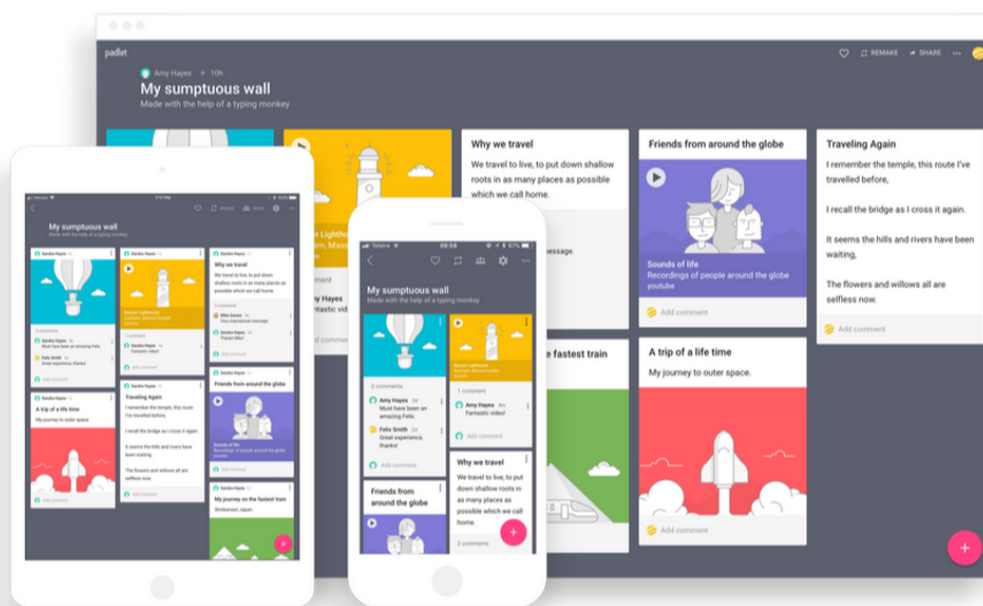
- Virtual training and eLearning for educators
- Virtual training and eLearning for employers
- eLearning for parents
- Face to face training for educators / face to face training for employers

Use the following link to see available courses:

[Practical Solutions for Dyslexia \(Virtual Learning\)](#)

[Dyscalculia, maths learning difficulties and struggles with maths. \(Virtual Learning\)](#)

Creative ways to use Padlet for teachers and students



What is Padlet?

Padlet can be used by students and by teachers. With Padlet you can create an online post-it board that you can share with any student or teacher you want. Just give them the unique Padlet link. Padlet allows you to insert ideas anonymously or with your name. It's easy to use and very handy.

Whoever has the Padlet board opened on his smartphone or computer, can see what's on it and what everyone is writing. Students just have to take a device and start adding little sticky notes online. They can see all the ideas gathered on the teacher board immediately.

How to use Padlet?

Using Padlet in the classroom is easy. You can install the Padlet app for Apple or for Android on your phone or just go to the Padlet website - [Padlet.com](https://www.padlet.com)

Here you create an account and make your first board. Once that is settled, you have to get the board to your students. Sharing a Padlet board is easy; choose for a QR code or a link. There are more sharing options, but these two are the most obvious.

Let your students insert the link in the browser or in the Padlet app. They can 'continue as guest' so they just have to scan the QR code with the Padlet app or type in the URL, without creating an account. Shortly after, they will be directed to your first Padlet board.

Then there's one more question that needs to be answered: How to post things on Padlet? Well, there are a few ways to do this:

- **Double click anywhere on the board**
- **Drag & drop files onto the board**
- **Paste from clipboard**
- **Save as bookmark with Padlet Mini**
- **Simply click the '+' button in the lower right corner**

Creative Ways to use Padlet in the classroom

Padlet reaches as far as your imagination. It's you who makes an educational tool like this really powerful. So, here are some Padlet ideas for the classroom:

1. Brainstorming on a topic, statement,

This lesson idea is probably the most popular among teachers. Give a statement students have to discuss, or a project that students have to brainstorm. Share the board and let students share their ideas and comments. This way, every student can see what their peers think. This can then become a group discussion in class.

2. Live question bank

Create a Padlet that students can use to post their questions to. This can be used for miscellaneous questions, or questions you'd prefer to address later. Use the last 15 minutes of your class to address any questions that have been posted to the Padlet. This can help to keep your lesson on-topic.

3. Gather student work

Use Padlet to gather student work, all in one place. Don't use it for ordinary homework or assignments, or else students will be able to see each other's answers. Use it for activities, where tasks or topics may vary between students or groups.

For example, you could set a research activity about, for example, 'great historical poets', you have all the articles and research on the same place. Other students can take a look at the research of someone else as well.

When it's international poem day, you could ask your students to post a poem they really like.

4. Online student portfolio

Use Padlet as a student portfolio tool. Create boards for every student and let them post assignments, articles and projects on it. As a teacher, you can comment on each one and give meaningful feedback.

Whenever a student finds something helpful for his portfolio, he just has to save it on his portfolio Padlet board. No more editing and printing articles.

5. Exit Ticket Padlet

Let your students answer some important exit ticket questions like "what did you learn today?", "What didn't you understand?" or "What questions do you still have?".

Here are some more examples:

- Write down three things you learned today.
- If you had to explain today's lesson to a friend, what would you say?
- What question do you have about what we learned today?
- What part of the lesson did you find most difficult?
- What were the main points we covered today?
- Did the group activity contribute to your understanding of the topic? Why?

- Read this problem ... What would be your first step in solving it?

6. “Thinking” maps

Use a Padlet wall for students to create various thinking maps or mind maps. You can upload your own image to create a custom background that supports the topic or theme being explored. Students can then add Post-It notes to a flow map, tree map, or even a circle map format.

7. Resources Bank

Use Padlet to share assignments, important lesson material and resources with your students to create a resources bank. This can include weblinks to YouTube videos and websites.

8. Book discussions

When the class has to read the same book, it's fun to create a discussion about the characters, things people do in the book, hidden meanings, plot twists, etc. Students can review the book and share their opinions in the Padlet as a way to stimulate interesting discussion.

9. Prior knowledge

Try to figure out what students already know about the topic you're about to teach. What prior knowledge do your students have about that particular topic, or what knowledge gaps are there? Set the name of your Padlet as a question that students can answer, or a topic they can write about, to gauge their understanding. This can then be used to build lesson content.

10. Analyze a quote

Start the lesson with a quote that concerns the lesson topic. Let your students mind-map their opinions and ideas regarding the quote and what they think it's about. This can be used as a means to interpret the quote and explore hidden meaning.

11. Gather teacher feedback

Once in a while, you should ask your students for feedback. Create a Padlet wall just for that and make sure to let students comment anonymously. This way they will be more honest. Don't forget to really do something with the feedback provided.

12. Tops and tips

Use Padlet for peer assessment. Let students add two 'tops' and one 'tip' on the Padlet wall as a way to offer peers feedback about their work.

Tops are things the student did well and a tip could be something the student could improve for next time.

13. Geocaching

For physical exercises, students have to go walking more. Let students do some geocaching and let them post pictures of themselves and what they've discovered to the Padlet board.

14. Free time funny videos

Having fun between lessons should be allowed from time to time. Let students add YouTube links to funny videos on the Padlet board. Every student can have some fun during lesson breaks. Make sure to establish rules and guidelines regarding the content being shared, and remember to check the videos shared on the wall.

15. Complete the story

Create a story and ask students how it should continue. Students can post their ideas on the Padlet. Finally, take some of your students' ideas and complete the story as a fun group activity.

16. Event Planning

When planning a field trip or a class day out, you can post everything that's needed for the trip to the Padlet board. This can include pictures of the destination, a list of who's bringing what, links to important websites and more.

17. Bookmark with Padlet Mini

Use Padlet Mini, which is great for mobile devices, to bookmark interesting articles on the Internet. That way, you won't have to search for that article or those creative ideas again. Create different Padlet boards like "classroom decoration ideas", "educational apps to try out", or "great websites to use in lessons", etc.

Training Evaluation Form - Making PowerPoint Accessible

Name			
1. Has this training been beneficial to your teaching/supporting role?	Yes	No	Not sure
Please feel free to add any comments:			
2. Which part of the training has been most useful to you?			
Please explain your answer:			
3. Was the training easy to follow?	Yes	No	Not sure
Please explain why:			
4. Were there any parts of the training that were difficult to follow/use/understand?	Yes	No	Not sure
Please explain your answer:			
5. Are there any other areas of PowerPoint you would like to know how to use?	Yes	No	Not sure
Please explain your answer:			
6. Do you have any suggestions about how this training could be improved?	Yes	No	Not sure
Please explain your answer:			
7. When thinking about synchronous online delivery and supporting learners with LDD and SEND, what other training would you like to take part in?			
Please explain:			