UDL
@
UVM
Universal Design for Learning

10 Quick Tips for Universal Design in the Office

1. Look for ways to optimize everyday office routines.

2. Be sure your office area is well lit, clear, and easy to navigate.

3. Make good use of UVM tools, such as SharePoint, Shared Drives, Web**.**

4. Practice good workstation ergonomics!

5. Organize departmental information (web and internal) in a logical way that anyone can find what he or she need.

6. Review office and conference room set-ups for versatility and flexibility.

7. When conducting meetings, allow for pauses after speaking, giving everyone a chance to process information.

8. Provide agendas days ahead of actual meeting.

9. Try to schedule meetings during core working hours (8:00 - 4:30).

10. Make Material available to others in a variety of formats.

See the reverse side for detailed info on the above 10 points.

Top 10 Tips For Universal Design in the Classroom

1. Optimizing everyday office routines: For email, investigate the possibility of using templates for oft-received questions. Use workstudy students to handle a variety of administrative functions, such as meeting and processing students who use your services, data entry, tasks, etc. If you notice routines that can be automated, such as certain database searches, imports/exports, consider asking for help in setting up macros or other time saving features.

2. Environment, activities and equipment impact people with a wide variety of disabilities. Address all potential issues in safety considerations. a.) Good lighting helps with low vision, but also helps everyone minimize eye strain; b.) Noisy distractions can have an impact on concentration and focus. Ideally, anyone would be able to navigate a foreign office with ease. Signs at the entrance, a 'who's in/out' board, or other such visual communications go a long way in getting visitors the information they need.

3. SharePoint is an online collaborative working environment. It allows for multiple people to read and edit documents, presentations, etc. on line. This helps facilitate the workload for group projects. Shared drives are places that departments can store anything, and are backed up 24/7. All work should be saved there- nothing of any importance should be saved on the local computer.

4. UVM Risk Management is the on campus resource for ergonomics. See Ergonomic Training on the bottom of the "Training" page at http://www.uvm.edu/~riskmgmt

5. This is one of the most overlooked areas of potential improvement. How clear are your website menus to outsiders? Is your information cross-linked in a way that people can find them regardless of where they are coming from? For example, ACCESS has recognized our site gets 4 major audiences: Current Students, Prospective Students, Intake, and Parents. Our information is arranged in a way that all four groups can find the things that are likely to interest them the most. http://www.uvm.edu/access/?Page=gettingstarted/getting_started_default.html&SM=gettingstarted/gettingstartedsubmenu.html

6. Can your department handle unexpected needs for more space? How could conference rooms be used for other purposes? How flexible are office spaces? If someone else needs to use an office, can they simply just dive in?

7. Allowing for silence after each person is done talking goes a long way in slowing down the rapid-fire pace of meetings, and wallows everyone an equal chance to participate, not just those that feel like its their turn to talk. Recognize and avoid the instinct to fill up silence with verbiage. Repeating key questions and/or paraphrasing ensure everyone has heard and you are clear on understanding the question.

8. Providing agendas in advance of meetings allows people time to review items and ensures a more effective, useful meeting.

9. Keeping meetings to core hours respects other's time, as many have family duties immediately after work.

10. Anything on the web should be made in multiple formats. Word Docs, PDF, are preferred when formatting is crucial; otherwise HTML is the way to go.

UDL
@
UVM
Universal Design for Learning