ABC Learning Design Style Guide

When sharing ABC Learning Design adaptations and translations, please ensure your materials meet these guidelines. This will help those with disabilities to access them and will ensure they are easily edited by others. We want to encourage the sharing and re-use of materials across the ABC LD community.

Editable files

❑ **Are editable files provided for all workshop materials (pptx or docx – not PDFs)?**

We want to encourage people to adapt the materials to their own environments, so materials you share need to be readily edited by others. That means providing the files in editable formats. We suggest providing PPTX or DOCX versions only. If people want non-editable versions they can easily create PDFs of these themselves. Providing PDF files will prevent most people from being able to adapt the work.

Numbered documents (with no important files missing)

❑ **Are all the important* outputs included and translated (if relevant)?**
❑ **Are the documents numbered** (see below), so they can be easily referred?

Your localisation may not include all of these and may have additional materials, however those marked with a star are important* to running the workshop.

- ❑ 01 - ABC storyboard – A1*
- ❑ 02 - ABC Learning Type cards*
- ❑ 03 - Tweet and shape worksheet*
- ❑ 04 - ABC workshop presentation*
- ❑ 05 - ABC action plan
- ❑ 06 – App wheel of technologies (used, recommended, supported)
- ❑ 07 - Additional online activities
- ❑ 08 - Checklist & printing instructions
- ❑ 09 - ABC facilitation plan*:
  - ❑ 09a - 90' version for modules
  - ❑ 09b - 120' version for programmes
- ❑ 010 - ABC leaflet (optional)

Open Source License with credits to all authors

❑ The **Creative Commons license text and logo** must be displayed on all the materials, including the links and new authors of the particular variation?
❑ **Is the license text translated into the relevant language?**

We encourage adaptations of ABC (see the Localisation guide – coming soon). This licence lets you remix, tweak and build upon your work non-commercially, providing you credit UCL and license your new creations under the identical terms. Version 4.0 of the Creative Commons license requires you to indicate if changes were made. Please use the following logo, text and links on all derivative works.

CC 4.0 requires derivations (changes to the original) to be explicitly mentioned. Use:

This work, "ABC Learning Design [additional name describing change]" by [Your name / institution here], is a derivative of ABC Learning Design method by Clive Young and Nataša Perović, UCL (2015) and is licensed under CC BY-NC-SA 4.0. Original resources available at abc-ld.org.

Original unaltered ABC documents must include the following licensing statement:

ABC Learning Design method by Clive Young and Natasa Perovic, UCL (2015). Learning types, Laurillard, D. (2012). Resources available under Creative Commons Attribution-Non Commercial-Share Alike 4.0 International (CC BY-NC-SA 4.0) license, from abc-ld.org.

Acknowledge project funders

If your adaptations are funded by a particular organization you are probably required to include logos and/or text acknowledging this.

❑ **For those involved in the Erasmus+ ABC to VLE project (2018-2020), is the Erasmus+ logo on all the materials?**
This is a requirement of any outputs from the Erasmus+ project.

This is the left aligned version of the logo:

Co-funded by the
Erasmus+ Programme
of the European Union

This is the right aligned version of the logo:

Co-funded by the
Erasmus+ Programme
of the European Union

ABC LD Colours

❑ **Are the 6 learning type colours used as backgrounds in your materials (never for text)?**

In Microsoft Office products, including PowerPoint and Word, use the Hex colour codes for each learning type are outlined in Table 1. There is an ABC LD theme (ABC-LD theme.thmx) that you can load into Word or PowerPoint to use these colours more easily.

Websites and online systems like Virtual Learning Environments (VLEs) and Learning Management Systems (LMS) use Hex colour codes.

Please ensure you only use these as background colours, as using them as a foreground on a white background fails accessibility checks due to low contrast levels (see Accessibility).

Table 1: ABC Learning Design Colour Scheme

Learning Type	Colour	Colour code (RGB)	Colour code (Hex)	Background colour with black text*	Text colour on a white background**
Acquisition	aqua	161,245,237	#a1f5ed	Yes (AAA)	No
Collaboration	yellow	255,217,102	#ffd966	Yes (AAA)	No
Discussion	blue	122,174,234	#7aaeea	Yes (AAA)	No
Investigation	red/orange	248,128,127	#f8807f	Yes (AAA)	No
Practice	purple	187,152,220	#bb98dc	Yes (AAA)	No
Production	green	189,234,117	#bdea75	Yes (AAA)	No

* Passes W3C WCAG AA & AAA level Accessibility Standard for contrast between text and background.

** Fails W3C WCAG AA & AAA level Accessibility Standard for contrast between text and background.

Accessibility

It is important for accessibility reasons, that all text has a high contrast to its background and passed WCAG AA standard at least. Make sure you only use the ABC LD colours as a background with black text

❑ **Check hyperlinked text colours have enough contrast against their background.**

If you use hyperlinks on these background colours, make sure you change the default colours for hyperlinks and followed hyperlinks (clicked links) in PowerPoint or Word to those outlined in Table 2. The default hyperlink colours in Word and PowerPoint do not have enough contrast.

These can be set in the Theme Colors in Word (Design > Colors) and PowerPoint (Design > Variants > Colors). By loading the ABC LD theme (ABC-LD theme.thmx) into Word or PowerPoint the hyperlink and followed hyperlink colours will be those defined in Table 2, so you don't have to set these manually if you use the theme.
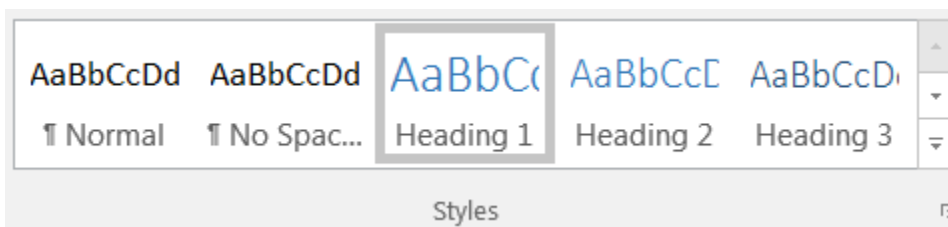
Table 2: Hyperlink and followed hyperlink colours for Word & PowerPoint that pass WCAG AA level

Used for	Colour	Colour code (RGB)	Colour code (Hex)	Text colour on Learning Type coloured backgrounds*
Hyperlinks	Dark Blue	0,0,199	#0000C7	Yes (AA)
Followed hyperlinks	Dark purple	83,45,62	#532D3E	Yes (AA)

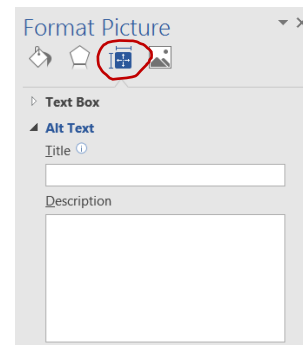* Passes W3C WCAG AA level Accessibility Standard for contrast between text and background.

❑ **Check contrast between text and background colours** using this website: https://www.levelaccess.com/color-contrast-checker - It must be Level AA or Level AAA conformant.

❑ **Avoid pure white backgrounds** (RGB: 255 255 255 / Hex: #FFFFFF) and use pastel colours (e.g. yellow, blue, grey, off-white) to help people with Dyslexia to read the text.

- ❑ Are **the fonts big enough** to be easily read?
  - Minimum 12 point for standard text.
  - Minimum 10 point for footer text.

- ❑ Are **words highlighted using only bold text**, avoiding CAPITALS, *italics*, <u>underlines</u> (unless it's a link) and relying purely on colour?

- ❑ Are **links described properly,** so you can understand what the link points to if you read just the linked text?
  - **Use**: Download the <u>ABC Danish version</u> from <u>abc-ld.org</u>.
  - **Don't use**: '<u>click here</u>', '<u>download</u>', '<u>this link</u>'.

- ❑ Are **Heading Styles** used for any headings, rather than **Normal** Style text?

  - ❑ Are the headings in order?
    E.g. Heading 1, contains Heading 2, contains Heading 3 items, etc.

- ❑ **Do images have Alternative (Alt) text** that briefly describe the image or the text within the image?
    To add Alt text in Word or PowerPoint, right-click on the image > Format picture > Layout & Properties > Alt Text.

- ❑ Have you **compressed images** to make the file size smaller?
    In Word or PowerPoint:
  - ❑ Left click on the image.
  - ❑ Go to the **Format** tab in the toolbar at the top.
  - ❑ Click **Compress Pictures**.
  - ❑ Untick 'Apply only to this picture', so all images in the document are compressed.
  - ❑ Choose the **Print (220ppi): excellent quality for print and screens** option.
    OR
  - ❑ Choose the **Web (150ppi): good for web pages and projectors** option (smaller)
  - ❑ Click **OK**.
  - ❑ **Save** your document. The file size should decrease.

Sharing adaptations back to the community

- ❑ Are the materials available for **download** from abc-ld.org?
    Email <u>info@abc-ld.org</u> with your materials to be shared, or contact Clive Young and Natasa Perovic via Twitter using @ABC_LD.