

# Universal Design for Learning (UDL) Professional Learning Planning Template

**Session Title:**

**Facilitator(s):**

**Audience/Role(s):**

**Learning Goal(s):**

## Engagement: How will you engage participants?

*Foster motivation, relevance, and agency.*

- **Opening Connection:** How will you break preoccupation and connect to purpose?
- **Opportunities for Interaction:** Where will you pause for reflection, dialogue, or collaborative learning?
- **Choice and Autonomy:** How can participants make choices (e.g., topic, partner, seating, method)?
- **Real-World Relevance:** How does the content connect to participants' roles, experiences, or interests?
- **Inclusive Climate:** What will you do to ensure a collaborative, supportive environment?

## Representation: How will you present the content?

*Ensure clarity, accessibility, and flexibility in how information is conveyed.*

- **Multiple Formats:** What formats will you use (e.g., videos, charts, podcasts, text)?
- **Accessible Language:** How will you clarify key terms and acronyms?
- **Visual and Multimedia Supports:** How will you pair text with visuals or other media?
- **Design for Accessibility:** What attention will you give to layout, contrast, readability, and audio support?
- **Physical and Digital Access:** Will materials be available in both digital and printed form?

## Action & Expression: How will participants show their learning?

*Provide flexible methods for learners to process and demonstrate understanding.*

- **Flexible Output Options:** What formats can participants use (e.g., discussions, presentations, reflections, creative products)?
- **Choice in Response:** What tools or materials will be available to support expression (e.g., apps, slides, manipulatives, artwork)?
- **Goal Alignment:** Are the ways to demonstrate learning clearly tied to your goals?
- **Pacing & Deadlines:** How can participants manage timing to meet their individual needs?
- **Feedback Opportunities:** Where will you include self-assessment, peer feedback, or facilitator input?