Making digital teaching accessible

# How I set tasks for everyone

## Sample task

Based on [Thomas J. Tobin's UDL-uary](https://www.slideshare.net/3Play/31-days-of-udl) task, the following task has been created as an example of good practice. The aspects listed above, which you will now find in this task, are highlighted in colour on the right-hand side.

**Task**

This task (approx. 2x 90 minutes) prepares you for leading a project. Create a video (with camera or voice-over) to introduce a project of your choice. Ask me if you have problems choosing a topic. Use the composition, recording and/or editing tools supported by our [IT service](http://www.angebote-unseres-it-service.de) to create the video. Work alone or with a partner. Exchange and peer feedback will take place in the synchronous meeting on 10 February. There will be no grading.

State the following objectives in your own words as an introduction:

* How will you organise and initiate the project and integrate existing knowledge?
* What roles, tools and resources will you need?
* How will you monitor scope, schedule, budget and risks?
* What will signalise the success of the project?

Submit at least one sketch (by 15 January) and one final video (by 31 January). You will find an appropriately named submission folder on the learning platform.

**Aspects of accessible tasks**

* Authentic in the context of a business degree programme, as a summary of the most recently learned theory
* Goal: Preparation for project management
* Method: Video creation
* Social form: EA or PA
* Planned time frame: 2x90min, clear deadlines
* Work equipment: Free choice of software and hardware offered by the IT service
* Presentation: in plenary at the end of the semester
* Feedback: Peer feedback
* No grading
* You can (but do not have to) choose the content/topic of the project yourself
* You can choose your own social form
* Choice of tool is free
* The timing up to the deadline is relatively free
* Clear operators: Create, Reproduce, Submit
* Precise formulations
* Simple syntax, clear structure: introduction with general conditions, content-related questions, degree with delivery
* Specification of subtasks in the form of content-related questions that are answered