

## WCU Office of Services for Students with Disabilities (OSSD)

### Online Course Accessibility Checklist

The following checklist is a basic level list to ensure online course content is accessible. More advanced levels of accessibility can be achieved through consultation with the [OSSD](#).

#### Syllabus:

- Does your syllabus have a Disability Services statement?
- Does your syllabus list contain contact information for technical assistance and when to use it?
- Does your syllabus outline how to communicate with you and have multiple options?
- Do you list a turnaround time for online communication (i.e. 24 hours response on emails?)
- Does your syllabus have a clear outline for course content and expectations?
- Does your syllabus state standards of appropriate communication online?
- Do you provide examples of online terminology for students?
- Do you provide example for different standards of "discussion posting" for courses?

#### Text Documents:

- Can text be highlighted, copied, and pasted?
- Are documents saved as Word (.doc or .docx), PDF (.pdf), TXT (.txt) or RTF (.rtf)?
- If you do not have accessible documents, have you contacted the OSSD for assistance?

#### PowerPoint presentation slides:

- Are all your presentations created with the same template?
- Were the presentations created using standard templates (you did not insert "text" boxes)?
- Are you using high and low contrast for text and background?
- Does the presentation include text descriptions for all graphics and pictures?
- Does the presentation include text typed in the order it is read which can be verified in the "Outline" panel?

#### Images:

- Do the images posted or used include text descriptions of all necessary images available?

#### Video and Audio:

- Are all video (web, DVD, and VHS) media captioned or have a transcript(s)?
- Are all audio (podcasting, mp3, cd's, etc) media captioned or have a transcript(s)?
- If you do not have accessible media, have you contacted the OSSD for assistance?