

Online Course Accessibility Checklist

The following checklist is a basic list to ensure online course content is accessible.

Syllabus:

- Does your syllabus have a Disability Services statement?
- Does your syllabus list or contain information for technical assistance?
- Does your syllabus outline multiple ways to communicate with you?
- Do you list a turnaround time for online communication?
- 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?

Text Documents:

- Can text be highlighted, copied, and pasted?
- Are documents saved as Word (.doc or .docx), PDF (.pdf), TXT (.txt) or RTF (.rtf)?
- Have you used the available formatting tools (styles, templates, layouts)?
- Did you review documents using their built in accessibility checker?

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?
- Did you review the presentations using the built in accessibility checker?

Images:

- Do the images posted or used include text descriptions?

Video and Audio:

- Are all video (web, DVD, and VHS) media captioned or have a transcript(s)?
- Are all audio (podcasting, mp3, etc.) media captioned or have a transcript(s)?

Course Pages:

- Have you used the formatting tool when creating the page?
- Do all hyperlinks clearly indicate where they are linking?
- Are all course pages clear, consistently organized, and easy to navigate?
- Do you use large bold fonts with plain backgrounds?
- Are the color combinations high contrast and appropriate for individuals with color blindness?