Accessibility Checklist for Online Courses

Course Layout

❑ A logical, consistent, and uncluttered layout is established for the course. This includes a logical order for the Course Menu.

❑ The course is easy to navigate (consistent color scheme and icon layout, related content organized together, self-evident titles).

❑ The course can be navigated easily with the keyboard alone.

❑ Course content can be printed in addition to reading on the computer screen.

❑ The course does not contain pdf *images* of text-based documents. All pdf documents must be readable by a screen reader. You should be able to highlight individual text in the document, not only entire blocks. This is what is meant by a document being "OCRed."

Syllabus and Course Information

❑ Syllabus contains a Disability Services statement.

❑ Students are provided with information or links to relevant campus policies regarding disability accommodation.

❑ Contact information for the Accessibility Resources Office is provided

❑ Course information area contains a clear outline for course content and expectations.

Text

❑ Built-in Heading levels are used for formatting text on pages.

❑ Simple, sans-serif fonts are used with a size of at least 12 pts.

❑ No blinking or animated text is present.

❑ Text color is used sparingly.

❑ Color is not used as the only visual means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.

❑ Sufficient contrast exists between the text and background.

Links

❑ Links make sense out of context. Phrases such as "click here," "more," "click for details," and so on are ambiguous when read out of context.

❑ Link text is kept to a minimum. The point is to make sense without being redundant or overwhelming.

❑ Link text is meaningful and avoid using URLs with combinations of numbers, letters, ampersands, dashes, underscores, and other characters.

❑ Links use the underlining convention. Removing the underline from the link text is usually a bad idea. Users are accustomed to seeing links underlined.

Tables

- ❑ Simple tables are used, without merged or split cells.
- ❑ Tables have defined header rows.
- ❑ Tables contain alternative text.
- ❑ Tables do not contains blank rows or columns

Images:

- ❑ Alternative text is added to images, clipart, tables, shapes, and other objects so people who use assistive technology understand the image content.
- ❑ Images with specific functions (buttons, thumbnails etc.), contain alternative text that describes what the button will do when selected, such as Search, Submit, Place your order, etc.
- ❑ Decorative images are marked as such or contain a blank space (" ") as the alt text to tell the screen reader to skip the image.

Audio and Video

- ❑ All videos in the course are captioned.
- ❑ Audio files contain associated transcripts.
- ❑ Audio descriptions are used for necessary elements in video files that an individual with a visual disability would not be able to see.