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|  |  | |  | | --- | |  | | Accessibility Checklist for online courses | |  | |

## Syllabus and Course Organization

* Accessibility Statement - include a statement of the syllabus about how to request a disability-related accommodation and how to report a design feature of the course that is not accessible.
* Establish Clear Goals and Due Dates - make learning objectives, expectations, assignments and due dates, grading rubrics, assessment questions, and other course elements clear and direct.
* Create Clear and Consistent Navigation - use concise and user-friendly language. Place navigation consistently across your site.

## Document Structure and Formatting

* Use Properly Formatted Headings - designate headings (through styles in Word or markup in HTML or formatting tools in D2L) instead of relying on visual cues only, such as: large font size, color, boldness, etc.
* Create True Bulleted or Numbered Lists, True Columns and Tables - use the formatting features of Word or D2L or HTML markup to create lists, columns and tables instead of using spacebar or tab to emulate structure.
* Use Column Headers for Tables in Word - and Column and/or Row Headers for Tables in PowerPoint
* Use Descriptive Hyperlink Text - write hyperlink text that makes sense on its own and describes the resource or destination of the hyperlink
* Avoid Capitalizing All Letters (i.e. “All Caps”) – all capital letters are harder to distinguish than lower case letters and thus inhibit reading. Therefore only use “All Caps” for acronyms or abbreviations.
* Break-up Long Blocks of Text (i.e. Chunk Information - create documents which structure pages with clearly marked headings and sub-heading. Consider presenting information more as an annotated outline.

## Images

* Provide Alternate Text for Images - for every non-text element such as images, charts or graphs, provide a concise (100 characters or less) description of the information conveyed by the image.

## Keyboard Access

* Confirm that all Actions and Controls (e.g. form fields, submit button, hyperlinks) are Keyboard Accessible

## Color and Contrast

* Provide Sufficient Color Contrast between foreground and background elements
* Do Not Convey Information Using Color Alone - also provide a means aside from color (e.g. “form fields highlighted in yellow or preceded by an asterisk indicates a required field”) for individuals who are blind or color blind.

## Multimedia

* Provide Transcripts for Audio-only Media
* Caption Videos - transcripts and captioning not only assist individuals who are deaf or have hearing impairments but also help engage all viewers.

## PDFs

* Avoid image-only PDFs - if you cannot highlight text in a PDF, then the PDF is image-only and impossible for screenreaders or other tools that read PDFs verbally to access.
* Run the PDF Accessibility Checker to Ensure Full Accessibility
* Follow the Instructions on the *Universal Design & Accessibility for Online Courses* site when creating PDFs from Office Documents

## PowerPoints

* Ensure that all of the Slide Text Content appears in the Outline View
* Format Lists and Tables Properly
* Add ALT text to Images

## Math and Science

* Write math and science equations accessibly

For more detailed instructions, including step-by-step guides and video tutorials, visit *the Universal Design & Accessibility* website at:

(insert URL)