Online Course Accessibility Checklist
Research-Based Practices & Tutorials

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 an "Outline"?
__ Did you review the presentations using the built in accessibility checker?

Images

__ Do the images posted or used include text descriptions?

Video & 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?

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