

Online Course Accessibility Checklist

Text, presentation & content	Yes	No	N/A
<i>Create/provide documents in an accessible format</i>			
<p>Solution: Powerpoints, PDFs, and Word documents are not always accessible with assistive technology. When creating or providing documents for online use make sure they are offered in an alternative text-base format, such as rtf or HTML in addition to the Powerpoint, PDF, Word document. For more information on how to create accessible documents see the following links:</p> <p>Creating accessible Powerpoints</p> <p>Creating accessible PDFs</p> <p>Creating accessible Word documents</p>			
<i>Create accessible headings for your documents</i>			
<p>Solution: When creating documents with headings, use a <i>heading format</i> for text as opposed to changing the size and style of font. Screen readers, used by individuals with visual impairments, cannot read font changes when used to create headings. For more information on how to create accessible headings see the following link:</p> <p>Creating accessible headings</p>			
<i>When using photos or images, provide text alternatives for non-text content</i>			
<p>Solution: When your document contains a photo, image, or non-text content, add an <i>alt tag</i> or <i>longdesc tag</i>. Screen readers used by individuals with visual impairments cannot read images. The words in the tag should provide a text equivalent of the image. When images change, make sure the <i>alt tag</i> also changes to provide a text equivalent of each image. For more information on how to create text alternatives for images and non-text content see the following link:</p> <p>Appropriate use of text alternatives</p>			
<i>Information conveyed by color should also be made available without color</i>			
<p>Solution: Color should not be used in and of itself to convey meaning without providing a text based alternative. For example a graph that provides information designated by use of color should also be made available in text. Individuals who are blind or color blind may not see the color and will be unable to discern its meaning. For more information on this topic see the following link on color:</p> <p>Using color</p>			
<i>Provide sufficient contrast to make information readable</i>			
<p>Solution: Be careful when choosing background colors for your documents. Background colors should not decrease contrast level and reduce the readability of a document. For more information on this topic see the following link on contrast:</p>			

[Using contrast](#)

Text, presentation & content (continued)

Yes

No

N/A

Provide internet resources that are accessible

Solution: Make sure internet resources that you offer (links, hypertext, web sites, blogs, wikis, etc.) are accessible and actually work. If they are not accessible, create an alternative format of the same information. For more information on this topic visit the following link:

[Accessible links and hypertext](#)

When using timed-responses, provide sufficient time for users to complete information

Solution: When a timed-response is required, provide sufficient time for user to complete information. Also, user should be alerted and given opportunity to indicate more time is needed. Visit the following link for more information on timed-responses:

[Guidelines for timed-responses](#)

Provide contact information

Solution: Post a telephone number, email address, or other contact information so students/users may contact someone to request accessible information or services.

Multimedia

Yes

No

N/A

Provide open and closed captioning for multimedia

Solution: Video clips, audio clips, audio podcasts, and other audio media need to incorporate features that make them accessible to everyone and provide equivalent alternatives. Individuals who are deaf or hard of hearing can generally see information presented electronically; however, they may not hear it. Provide *open-captions* (visible to all patrons) and *close-captions* (visible only to those who request them) synchronized with the video clip or audio track to make them accessible. If sounds automatically play, include a visual notification with a text transcript. Text transcripts or captioning should be located near the vicinity of the audio. For more information on this topic see the following link:

[Creating accessible multimedia](#)

Provide transcripts or text equivalent alternatives for video clips, audio clips, audio podcasts, or other multimedia synchronized with the presentation

Solution: Provide equivalent text alternatives, such as captioning for video clips, audio clips, audio podcasts and other audio media that are synchronized. Text transcripts or captioning should be located near the vicinity of the audio. For more information on this topic visit the following link:

[Creating transcripts for multimedia](#)

Multimedia (continued)	Yes	No	N/A
<i>Provide audio descriptions for video clips or other visual media content</i>			

Solution: Videos need to incorporate features that make them accessible to everyone (such as video descriptions - a spoken narrative of the visual elements of a video). Individuals who are blind or have low vision may be able to hear an audio track but not view it. The web page should provide audio descriptions of visual images, including changes in setting, gestures, or other details. For more information on this topic visit the following link:

[Creating audio descriptions for multimedia](#)

Resources

Many organizations have adopted accessibility standards, guidelines, and checklists. The following is a list of resources, guidelines, checklist, tools, etc. to check the accessibility of your website:

[ADA Best Practices Toolkit for State and Local Governments - Title II Checklist \(Web Accessibility\)](#)

[World Wide Web Consortium \(W3C\) Accessibility Standards](#)

[W3C Web Accessibility Guidelines](#)

[Web Aim - Section 508 checklist](#)

[University of Washington DO-IT - How can I test my website for accessibility?](#)

[Web Aim accessibility evaluation tools](#)

[WAVE – Web Accessibility Evaluation Tools](#)

[Tool to check Cascading Style Sheets \(CSS\) and \(X\) HTML documents with style sheets](#)

[Tool to check the markup validation \(HTML, XHTML, ...\) of Web documents](#)