

## Topic: Accessibility Checklist for Online Courses

Use the following checklist to determine whether your online course is following recommendations based on ADA (Americans with Disabilities Act) and Section 508 of the Rehabilitation Act.

	Category	Criteria	Yes	No	N/A	Comments
1	Course Info	The Syllabus provides guidance on how to request accommodation.				
2	Course Design	The course design facilitates readability and minimizes distractions.				
3	Content/Text	Text is provided in a sans serif font (e.g., Calibri, Arial, Verdana) for easy readability on computer and mobile devices. If creating text within D2L Brightspace (e.g., Content, HTML page discussion or dropbox descriptions, etc.), you can use the default system font.  Serif fonts (e.g., Times New Roman) are used only if the content is to be printed (not read online). Try to avoid using serif fonts.				
4	Content/Text	Uses dark font colors on a light background (e.g., black text on white background).				

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5	Content/Text	Avoids extremely bright colors as a background color.				
6	Content/Text	Uses one font and color for text.				
7	Content/Text	Avoids using color to distinguish between information. Consider using textures in addition to color when creating charts. Generally red-blue and yellow-blue color combinations are safe.				
8	Content/Text	Avoids overuse of all CAPS, bold, or italics.				
9	Content/Text	Avoids underlining words. A screen reader can mistake it for a navigation link.				
10	Microsoft Office and PDF documents	<p>Documents are accessible.</p> <ul style="list-style-type: none"> <li>• Use the standard heading levels in Microsoft Word to organize your content</li> <li>• DO NOT use text boxes in Microsoft Word as screen readers view them as an image.</li> <li>• If using graphs/charts, provide an alternative method to convey the information to a reader with visual issues (e.g., explanation in alt text description).</li> <li>• All images, charts, graphs, tables contain descriptive alt text.</li> <li>• Tables contain header rows.</li> <li>• Tables repeat header rows.</li> </ul> <p>Run Microsoft Word Accessibility Checker (from the File menu) to</p>				

	Category	Criteria	Yes	No	N/A	Comments
		check for issues.				
11	<b>Microsoft Office and PDF documents</b>	Word documents containing links are converted to PDF for easy viewing and link access.				
12	<b>Microsoft Office and PDF documents</b>	<p>PowerPoint presentations are accessible:</p> <ul style="list-style-type: none"> <li>• All content in a PowerPoint slide appears in “Outline” view (which a screen reader can read).</li> <li>• All images, charts, graphs, tables contain descriptive alt text.</li> <li>• Each slide has a unique title.</li> </ul> <p>Run Microsoft PowerPoint Accessibility Checker (from the File menu) to check for issues.</p>				
13	<b>Microsoft Office and PDF documents</b>	<p>Scanned PDF articles are accessible to screen readers.</p> <p>Test using Adobe Acrobat Pro using the “Quick Check” feature on the Tools + Accessibility tab. Contact ITS for information on installing Adobe Acrobat Pro to your State-owned computer. Consider obtaining articles through Library Services or rescan using OCR (optical character recognition) setting.</p>				
14	<b>Content Links</b>	<p>All links are descriptive</p> <ul style="list-style-type: none"> <li>• Use the article title as your link text, not the URL address.</li> <li>• Do not use “click here” as link text.</li> </ul>				

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15	<b>Content Links</b>	<p>Links open within the D2L Brightspace Content Viewer instead of opening a new tab or window.</p> <p>Note: Sometimes links will overlay D2L Brightspace (e.g., New York Times articles) so test links to verify content displays within the Content Viewer. Problem links may need to open to a new tab or window.</p>				
16	<b>Images</b>	Images are clear.				
17	<b>Images</b>	Images have meaningful alt text / descriptions.				
18	<b>Images</b>	Use of animated images is limited to only those that contribute to the learning experience and support the course content.				
19	<b>Images</b>	Avoids animated or blinking images, text, or cursors that can cause seizures in some people.				
20	<b>Multimedia (audio &amp; video)</b>	<p>Videos are accessible:</p> <ul style="list-style-type: none"> <li>• Video quality is clear.</li> <li>• Video file length is adequate to meet the goals of the activity without being too large to restrict user's ability to download the file on computers with lower bandwidths. Suggested maximum length is 15 minutes.</li> <li>• Video file lengths are adequate to meet the goals of the activity without adding unnecessary information.</li> <li>• Videos are uploaded to a streaming media server, NOT to</li> </ul>				

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		<p>the course itself.</p> <ul style="list-style-type: none"> <li>• Provides a transcripts and/or captioning.</li> <li>• Provides description of images (e.g., charts, demonstrations, slides) where necessary.</li> <li>• Video player required is compatible with multiple operating systems and requires only a standard, free plug-in.</li> </ul>				
21	<b>Multimedia (audio &amp; video)</b>	<p>Narrated PowerPoint presentations are accessible:</p> <ul style="list-style-type: none"> <li>• Provides transcript/speaker notes either within PowerPoint or as a separate document.</li> <li>• Self-launching PowerPoint presentations offer an accessible version.</li> </ul>				
22	<b>Multimedia (audio &amp; video)</b>	<p>Audio presentations are accessible:</p> <ul style="list-style-type: none"> <li>• Provides a transcript.</li> <li>• Audio quality is clear.</li> <li>• Audio file length is adequate to meet the goals of the activity without being too large to restrict users' ability to download the file on computers with lower bandwidths.</li> <li>• Audio file lengths are adequate to meet the goals of the activity without adding unnecessary information.</li> <li>• Audio player required is compatible with multiple operating systems and requires only a standard, free plug-in.</li> </ul>				

	Category	Criteria	Yes	No	N/A	Comments
23	Tables	Tables have header rows.				
24	Course Administration	<p>Uses the “Special Access” feature in D2L Brightspace for those needing more than the allotted time limit for quizzes.</p> <p>Note: To add special access for a quiz, click the Restrictions tab and use the [Add Users to Special Access] button found under the heading “Advanced Availability.”</p>				
25	Course Administration	Offers an alternative activity for those unable to participate in a synchronous web conference due to accessibility issues. Some options: offer a transcript and follow-up online discussion, etc.				

## For More Information

Please contact Information Technology Services at [support@mnstate.edu](mailto:support@mnstate.edu) or 218.477.2603 if you have questions about this material.