

## ONLINE COURSE ACCESSIBILITY CHECKLIST

### WEB PAGES

YES / NO	Syllabus includes a disability services statement, including the telephone number and website for the DRC Office.
YES / NO	Syllabus includes information on how students should contact you, and also mentions the turn-around time for your reply to their questions.
YES / NO	All simple graphics (i.e. drawings, photos, graphs, buttons) have text descriptions (“alt” attribute) or blank alt text (“”).
YES / NO	All complex graphics (i.e. graphs, flow charts, detailed maps, images of a process, etc.) have explanatory text adjacent to the image, or include a hyperlink leading to an explanatory page.
YES / NO	Lists are formatted as bulleted or numbered
YES / NO	Naming and grouping conventions are consistent within the course site and course documents. Use consistent heading levels in Styles to convey hierarchy.
YES / NO	Link text is descriptive of the link location (e.g. it does not simply say "click here").
YES / NO	Animation on graphics has an educational or motivational purpose and can be turned off by the viewer.
YES / NO	Text color contrasts strongly against the background, and color alone is not used to convey meaning.
YES / NO	Tables of data include a summary, a caption, and column and/or row headers.
YES / NO	Videos have synchronized captions, preferably closed captions, and also audio descriptions if needed and if possible.
YES / NO	Audio files have transcripts.
YES / NO	Multimedia such as Java applets and Flash movies are keyboard accessible, can be read by a screen reader, and/or have text alternates.
YES / NO	All elements are navigable by using the keyboard.
YES / NO	Outside websites and outside website content that is required has been verified to be accessible.

### OTHER CONTENT

YES / NO	Attached documents, such as Word or Acrobat PDF, have a webpage equivalent or are used only for documents that are intended to be printed. If they are the only option, they are made accessible as per WebAIM's guidelines ( <a href="http://webaim.org/articles/">http://webaim.org/articles/</a> ).
YES / NO	PowerPoint files are made accessible as per WebAIM's guidelines ( <a href="http://webaim.org/techniques/powerpoint/">http://webaim.org/techniques/powerpoint/</a> ).

Note: This checklist covers only the most commonly occurring accessibility issues. If additional elements are included, such as Web forms, Excel files, outside Web pages, or specialized software you will need to address access issues encountered with that content as it occurs. Refer to WebAIM for tips, or consult with your college staff. This work is licensed under a Creative Commons Attribution-NonCommercial-ShareAlike 3.0 Unported License by Sarah Phinney.

