
ACCESSIBILITY & USABILITY CHECKLIST

This checklist is a guide that can be used as you are creating your online course as well as reviewing your course for accessibility barriers.

COURSE NAVIGATION FACILITATES EASE OF USE

- ☐ Clear and concise navigation in your Learning Management system.
- ☐ Course content, materials, tools and media are easy to locate.
- ☐ Write meaningful link text. If you are using an icon as a link, make sure to have an HTML tag or accompany it with a text link.
- ☐ Make sure all links are working properly.
- ☐ When you link to web sites and external web activities, ensure that any action that requires a mouse, such as buttons and drag and drop actions can also be completed by using only the keyboard.
- ☐ Ensure that websites have keyboard focus. When you tab through a webpage, you will want to make sure there is an indication to what items you are on currently.
- ☐ Tables are used to organize data and have the necessary headers.

COURSE DESIGN FACILITATES READABILITY

- ☐ Use properly formatted headings to structure the documents ([Word](#), [PowerPoint](#)).
- ☐ Maintain a proper reading order in web pages, Word documents, and PowerPoint slides.
- ☐ Group similar content together. Headings should be used to indicate the change of a topic.
- ☐ Heading and body style should be consistent.
- ☐ Use adequate [color contrast](#).
- ☐ Do not use color alone to express information.
- ☐ Font style and size are selected to maximize on-screen legibility. No more than two font families. Sans-serif font families are suggested.
- ☐ White space or negative space use used around content to help with increasing comprehension and reduces eye fatigue.

COURSE PROVIDES ACCESSIBLE TEXT AND IMAGES

This section applies to files, documents, LMS pages, and web pages.

- ☐ Images and graphs are described through alt-tag, outline, or description.
- ☐ All tables are set up as text and not embedded as images.
- ☐ Create tables with columns and/or row headers.
- ☐ Do not use color alone to express information.

COURSE PROVIDES ACCESSIBLE TEXT AND IMAGES (CONT'D)

- ☐ Document or HTML titles are formatted using appropriate sites (i.e. Heading 1, Heading 2). Do not simply use larger font or bolding.
- ☐ PDSs that contain text are not merely an image scan; any text contained in PDFs must be selectable and searchable.
- ☐ Avoid underlining text unless used for navigation.

COURSE PROVIDES ALTERNATIVE MEANS OF ACCESS TO MULTIMEDIA CONTENT

- ☐ All videos must be captioned appropriately.
- ☐ Review all captioning to make sure that the captions correctly reflect the content.
- ☐ All audio (i.e. podcast) will need a transcript linked within the course.
- ☐ Required course activities that are inaccessible must have an equally effective alternative.

VENDOR ACCESSIBILITY STATEMENTS ARE PROVIDED

- ☐ Provide links to products' accessibility or assistive technology user information (i.e. LMS, web conferencing tools, polling tools, plagiarism software, social media tools, publisher materials or platforms, etc...).
 - ☐ Include current accommodation statement in your syllabus or in another appropriate area within your course.
-