

Online Course Accessibility Checklist

The following checklist is a basic level list to work towards online course content accessibility. Please contact [The Student Accessibility Services](#) for further assistance.

Syllabus

- Does the syllabus have a statement about statement of support for students with disabilities? View an [example statement of support](#).
- Does the syllabus have a clear outline for course content and expectations?
- Does the syllabus list have a contact for technical assistance?
- Does the syllabus list a turnaround time for online communication (i.e. 24 hours response on emails)?
- Does the syllabus state standards of appropriate communication online?

Documents

- Can text be highlighted, copied, and pasted?
- Were headings used?
- Were headings used properly so that a heading level was NOT skipped?
 - Good: H1, H2, H2, H3, H3, H3, H2, H2
 - Bad: H1, H3, H3, H2, H5, H4. (for example, H2 was skipped)
- Is there sufficient color contrast between text and background colors?
- Do images (which offer important information not contained in the text) include text descriptions?
- Was the [built-in MS Office Accessibility Checker](#) used?
- View [Creating accessible Word documents from Microsoft Office Support](#) for more information.

PowerPoint Presentation Slides

- Was the PowerPoint created with a template?
- Can the order of the text in the presentation be verified in the “Outline” panel?
- When tabbing, does the cursor move in a logical order if it were read aloud?
- Is there sufficient color contrast between text and background colors?
- Do images (which offer important information not contained in the text) include text descriptions?
- Was the [built-in MS Office Accessibility Checker](#) used?
- View [Creating accessible PowerPoint presentations from Microsoft Office Support](#) for more information.

Excel Workbooks

- Do images (which offer important information not contained in the text) include text descriptions?
- Were header rows and column headings specified?
- Was the hyperlink text meaningful?
- Were merged cells avoided?
- Was the [built-in MS Office Accessibility Checker](#) used?
- View [Creating accessible Excel workbooks from Microsoft Office Support](#) for more information.

Video and Audio

- Is all video content (web, DVD and VHS) captioned?
- Are transcripts available for video-based materials that were not able to be captioned?
- Are transcripts available for audio-based materials?