

Best 7 Things to Check for Reviewing Accessibility of a Course

Accessible syllabus

- Including a statement from Disability Services
- Document prepared with the following in mind:
 - Use **heading styles** to organize the syllabus
 - Use meaningful descriptions for **embedded links**, not cutting and pasting the full text of a link
 - Included **alternative text** for any IMAGES, graphics, tables
 - Use **Lists** (MS Word's built-in tools) to organize the content structure
- Using Accessibility Checker for Microsoft Word to review the syllabus document for accessibility
- Making sure the .pdf version of syllabus document is accessible

Handouts

- Having printed and electronic version of handouts
- All electronic versions of the handouts are accessible (Word and .pdf)

PowerPoint and/or other presentations

- PowerPoint and/or other presentations are available electronically in an accessible format
- Using Accessibility Checker for Microsoft Word to review the PPT slide handouts for accessibility
- Accessible alternatives to any non-accessible presentations such as Prezi are provided

Videos

- All recorded video materials (Zoom, YouTube, video podcasts, DVDs, etc) with closed captioning/subtitles
- Editing and correcting will be necessary after Zoom or YouTube automatically transcribes

Audio

- Regarding audio materials (audio clips, audio podcasts, CDs, etc), if the content is not the same as the recorded video materials, it is required to provide a transcript

Other online materials/resources

- Online resources (websites, blogs, references, support materials) meet the W3C accessibility standards

LMS Accessibility (Blackboard)

- Any documents uploaded to the LMS have been reviewed for accessibility. The information is provided/delivered in various ways (i.e., Word, PPT, Video, and .pdf). Scanned documents can be accessible with Adobe Pro software
- Links are created with meaningful descriptions
- Text has not been copied and pasted from Word
- Alternative text for images, graphics, tables
- Not using colored fonts to convey meaning
- Color contrast, light fonts or poor contrast, is avoided
- Background patterns are simple