Accessibility Checklist

General Course Navigation	
	Consistent layout throughout the course – each week's content is organized the same way.
	Hyperlinks use titles describing the website, not the website address. *Example:* "eStarkstate Faculty Blog" is the hyperlink rather than www.estarkstate.edu/eFaculty/.
	All hyperlinks are working properly. Any links that do not work need to be removed.
	If publisher content is used – there are clear directions to help students understand how to access it and when they will use it.

Course Readability	
	Pages aren't too busy with text and imaging. Whitespace is used consistently on the page (see items listed below).
	Text formatting is consistent throughout the course. The suggestion is to use black, Arial, 12 pt font.
	Bold text is used to convey importance, not colored text.
	Heading styles are used on pages for titles and sub-sections.
	Underlined text is only used for website links.
	The text is free from spelling or grammar errors.
	Naming conventions are consistent throughout the course. Examples: 1. When using PowerPoints, label them such as Chapter 2 PowerPoint 2. Make sure all assignment tiles are consistent, such as Week # Lab Assignment and Exam #.
	Tables have headers, are used to organize text, and are captioned appropriately.

Course Content	
	All documents are accessible. This includes text formatting, alt tags for images, and titles for PowerPoint slides. Not scanned PDFs should be used in a course. All documents must be able to be read by a screen reader. The software the document was developed in should be used to check the accessibility. Microsoft Office and Adobe Reader both contain built-in accessibility readers.
	All images have an alt description that thoroughly describes what is seen in the image.
	Videos and audio are uploaded to Panopto or YouTube. This media must include quality closed captions and clear audio. No audio or video should be uploaded directly into a course.