Accessibility Checklist for Course Sites

☐ Maintain consistency in the layout of your course site.

☐ Divide larger blocks of information into smaller more manageable sections.

☐ Use at least 12 point font (Font Size 3 in Blackboard).

☐ Limit the use of font variations such as **bold**, *italics*, and ALL CAPITAL LETTERS.

☐ Ensure sufficient color contrast between the text and the background, especially in the course menu.

☐ Don't use the appearance of the font (color, shape, font variation, placement, etc.) as the only way to convey meaning.

☐ Use real text rather than text within graphics. Avoid blinking or moving text and the colors red and green.

☐ Give all headings (the titles in items, announcements, discussion boards, etc.) meaningful names.

☐ Include Alt Text for all non-decorative visuals, such as graphs or diagrams, and format them in an appropriate size.

☐ Minimize scrolling by not overcrowding page with too many visuals or too much text.

☐ Provide descriptive hyperlinks using meaningful link text that describes destination; avoid using "click here" or posting the entire URL as text.

☐ Include captions or transcripts for audio and video content.

☐ Ensure that all uploaded materials, such as Word, PDF, PowerPoint, and Excel files, are accessible.

☐ Check any publisher-provided content for accessibility.