

Online Accessibility Checklist

This checklist is a general tool to help you note some of the most common potential accessibility issues in the online materials for your course. Do not rely solely on this checklist in order to create an accessible course. Accessibility involves not only the course shell itself, but also any files (documents, images, audiovisual files, etc.) that are uploaded to the course, as well as outside resources that are embedded or linked.

Text

Criteria	Yes	No	N/A
Document files are in Word (.doc or .docx), PDF (.pdf), or RTF (.rtf) format.			
Sans serif fonts are used for readability.			
A single font or font family is used consistently throughout an individual document, LMS page, or web page.			
There is minimal use of all caps, bold, or italics; underlining is reserved for hyperlinked text.			
Unique, descriptive text is used for each link; users have more information than “click here.”			
Text color or style alone is not used to convey meaning.			
Document white space is created with indentations and paragraph spacing, not blank spaces, lines, or tabs.			
A dark font on light background is used to provide optimal contrast. The background is not overly bright or saturated.			
The text does not blink or flash and is not animated.			
Accessible headings use heading format; no heading levels are skipped.			
Text on PowerPoint slides appears in the correct order in the Outline view.			
Tables have header rows and column headings; cells are not merged and no blank cells are used for formatting.			
Images of text (such as word art, or PDFs of scanned pages) are avoided, or alternatives to the same information are provided.			
MS Office files have passed the built-in Accessibility Checker.			

Images

Criteria	Yes	No	N/A
Images are clearly visible.			
Image files are optimized for efficient loading.			
Images do not blink or flash and are not animated (unless animations support learning the course content).			
All images have alternative text or long descriptions. If an image is only decorative, it is “silent” to a screen reader.			
Color is not the sole means of conveying meaning; the information is also conveyed in another manner such as text.			
In Microsoft Word, images that contain content are in line with text.			

Audio

Criteria	Yes	No	N/A
Audio quality is clear and intelligible.			
Audio files are sized to be easily downloaded, and free of extraneous information.			
Text transcripts are available for all audio files.			
Alternative text is used to identify embedded media.			
Audio files require only a standard, free plug-in or platform that is compatible with multiple operating systems.			

Video

Criteria	Yes	No	N/A
Video quality provides clear visibility.			
Video files are sized to be easily downloaded, with no extraneous information.			
Synchronized closed or open captioning, or a text transcript, is provided for all videos.			
Video-only material has a spoken or transcribed description of the relevant content.			
Alternative text is used to identify embedded media.			
Videos must require only a standard, free plug-in or platform that is compatible with multiple operating systems.			

General

Criteria	Yes	No	N/A
The disability policy and contact information for students with disabilities are provided.			
Contact information for technical support is provided.			
Multiple ways to contact the instructor are provided.			
When timed responses are required, the user has enough time to complete the task or supply information. Additional time can be requested if necessary.			
Applications and/or websites outside the LMS are accessible, or an alternative with the same information is provided.			

Accessibility Resources

Northern Kentucky University Resources

Resource	Description	Contact Information
Center for Innovation and Technology in Education (CITE)	Provides assistance with accessibility in academic technologies (Kaltura, Canvas, Microsoft Office, etc.) and incorporating Universal Design for Learning (UDL). Offers self-paced online Canvas course: Canvas 202: Accessibility In and Out of Canvas, which includes information on UDOIT.	CITE Website Enroll in Canvas 202 Phone: 859-572-7765 Email: cite@nku.edu Location: Steely Library 220
Disability Programs and Services	Assists with accommodations for students with disabilities.	Disability Programs and Services Website Phone: 859-572-5282 Email: disability@nku.edu Location: Student Union 303
IT Client Support Specialists	Provide on-demand tech support and IT consulting for hardware, software, and web and mobile applications.	IT Client Support Specialists Website Phone: 859-572-6911 Email: clientsupport@nku.edu Location: Within colleges and academic buildings; see website above for list

Online Resources

Resource	Description
NKU Accessibility Hub	Recommended starting point to learn about creating accessible websites and documents; also provides information about accommodations for students. Please note, this page may be reorganized soon to better serve NKU students, faculty, and staff.
Web Accessibility in Mind (WebAIM)	A leading provider of web accessibility evaluation, training, and consulting. Their site includes a rich assemblage of articles, tools, and checklists.
Quality Matters Accessibility & Usability Resource Site (AURS)	Large collection of resources for accessible online course design. Registration is free, but a QM account is needed for access. Contact Stephanie Songer (songers1@nku.edu) if you need assistance setting up an account.
The National Center on Disability and Access to Education (NCDAE)	Promotes web accessibility in education and maintains a useful collection of “cheat sheets” for creating accessible content with Microsoft Office, Adobe products, and YouTube.
National Center on Accessible Educational Materials (AEM)	Resources and technical assistance on accessible instructional materials; publishes and e-newsletter and hosts frequent webinars on accessibility.
World Wide Web Consortium Web Accessibility Initiative (W3C WAI)	Provides a wealth of information on creating accessible web content for novices as well as experts. Publishes Web Content Accessibility Guidelines (WCAG).