

ADA Guidelines Checklist

Online Course Development

Images/Graphics

- Every image and embedded media that conveys content has an equivalent alternative text (alt-tag)or long description
- Decorative graphics have null/empty alt values (alt=""). Images with text alternatives in element content are given empty alt text to avoid redundancy
- Avoid the use of flashing images. Flashing images may cause seizures for students with photosensitive epilepsy, and may be distracting for students with learning disabilities.

Fonts

- Fonts Choose a *sans serif font* such as Arial or Helvetica instead of *Serif* for your text. These fonts are easier to read for most people but especially for those with low vision.

Audio/Video

- Transcripts are provided for audio content
- Audio is clear and the volume is appropriate
- Videos are captioned
- Content presented through video, but not through audio, includes an audio description track. If this is not an option a text based alternative content that covers the same information should be provided.

Hyperlinks

- Text for links are concise but descriptive
 - **Like this:** [Writing Good Link Descriptions](#)
 - **Not this:** [Click here](#) for information on writing good link descriptions

****Colors**

- Information conveyed with color is also available without color, for example from context or markup.
- The colors use on Blackboard and/or any instructional document provide sufficient contrast. Black and white are usually the best option for this.

Texts

- ❑ Word documents are formatted using the styles for headings. For most students it is also beneficial to include a table of contents for long documents.
- ❑ PDF documents are selectable
- ❑ The text on each PowerPoint presentation slide is concise as possible. Keeping presentations short and precise also keeps a viewer's attention for longer and avoids those with cognitive disabilities from getting distracted.

General Guidelines

- ❑ Use the **"Check Accessibility"** tool included in Microsoft Office products.