

Accessibility Checklist for eLearning

Course Reviewed: _____

Reviewer: _____

Date: _____

Date video referred to Video Support Specialist, if found in course: _____

High-level Checklist

The high-level checklist below is used to summarize the accessibility status of an entire eLearning course. Details can be found for each requirement in the sections that follow. For each requirement, answer “yes,” “no,” or “N/A” (not applicable) in the compliance column, and provide comments explaining your answers. The FCTT standards are based on Quality Matters Standard 8, which deals with accessibility of online courses.

Quality Matters Requirement	Compliance	Comments
8.1. Accessible technology and how to obtain accommodations		
8.2. Alternatives to auditory and visual content.		
8.3. Facilitates readability and minimizes distractions.		
8.4. Accommodates the use of assistive technologies.		

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Detailed Checklist

Q.M. 8.1. This course employs accessible technology and provides guidance on how to obtain accommodations.

FCTT Std.	Requirement	Y/N NA	Comments	Completed By/Date	Resources
1	The eCollege Accessibility Statement is on the eCollege My Courses page.				Pearson's Accessibility for All Users - http://www.pearsonlearningsolutions.com/pearson-learning-studio/accessibility.php
2	The Student Disability Resource and Service Office link in the syllabus.				1. Syllabus ADA statement- Student with Disabilities Resources and Services Office 2. Faculty members are requested to use the syllabus template provided by the university.
3	Mac and PC statements are in the course.				1. Mac users install Google Chrome or Firefox as the browser when accessing eCollege courses. 2. Mac and PC users Google Chrome is NOT compatible with ClassLive Pro.

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FCTT Std.	Requirement	Y/N NA	Comments	Completed By/Date	Resources
4	If faculty chose an inaccessible technology, or if they are providing an inaccessible version of the training, did the faculty member follow the university's accessibility exception policy for publishing inaccessible content?				<p>Contact the University EIR Officer, for exception approval.</p> <p>Insert Exception form link here.</p>

Q. M. 8.2. The course contains equivalent alternatives to auditory and visual content.

FCTT Std.	Requirement	Y/N NA	Comments	Completed By/Date	Resources
1	Video originator provided permission and video file.				<p>1. Faculty Center for Teaching with Technology (FCTT) will provide Close Captioning (CC) and a transcript.</p> <p>2. If not, video cannot be used in the online course.</p>

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FCTT Std.	Requirement	Y/N NA	Comments	Completed By/Date	Resources
2	Instructor generated videos				<ol style="list-style-type: none"> 1. FCTT provides CC and transcripts 2. FCTT provides Camtasia training emphasizing Accessibility mode and CC features.
3	PowerPoint (PPT) is in accessible PDF form.				Provide "Creating Accessible PPT" document to faculty.
4	Important sounds and important visual content are described in transcript.				Only done, if needed to understand the content of the video.
5	Narrator notes are accessible in Adobe Presenter Connect presentations.				<ol style="list-style-type: none"> 1. Phasing this tool out due to technical difficulties. Recommend Camtasia. 2. Verify Narrator Notes are accessible.
6	Alt Text is provided for all images, icons, graphs, etc.				Contact instructor to add Alt Text

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FCTT Std.	Requirement	Y/N NA	Comments	Completed By/Date	Resources
7	Alt Text is concise and describes the graphs, images, and icons.				Contact instructor to add Alt Text
8	Alt Text point to longer description or transcript in the course, if needed.				Contact instructor to add Alt Text
9	Alt Text is used for “decorative only” content.				<ol style="list-style-type: none"> 1. Determine if eCollege can make Alt Text required. 2. Dropdown Menu including a “Decorative Only” option.

Q. M. 8.3. The course design facilitates readability and minimizes distractions.

FCTT Std.	Requirement	Y/N NA	Comments	Completed By/Date	Resources
1	Large font size is used.				<ol style="list-style-type: none"> 1. 12 or larger in Word 2. 3 or larger in eCollege?
2	Sans serif font style is used.				<ol style="list-style-type: none"> 1. Arial 2. Verdana

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FCTT Std.	Requirement	Y/N NA	Comments	Completed By/Date	Resources
3	Heading features in eCollege & Word used.				For screen reader
4	Content “chunked” into small sections.				For readability
5	“White space” is used.				For students with ADHD
6	Short declarative sentences are used.				For readability
7	Plain, understandable language is used.				1. “I” and “you” rather than “instructor” and “student”? 2. Instructor presence.
8	Definitions are provided				1. Acronyms 2. Abbreviations 3. New terms

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FCTT Std.	Requirement	Y/N NA	Comments	Completed By/Date	Resources
9	Numbers, alphabet, bullets are used.				<ol style="list-style-type: none"> 1. Number or alphabet if order matters 2. Bullets for non-order lists
10	Instructors created tables have row and column headers.				<ol style="list-style-type: none"> 1. Instructor provide 2. Instructor's GA provide
11	Text is saved as an image				<ol style="list-style-type: none"> 1. Instructor provide descriptive alt tags 2. Instructor's GA provide
12	Blinking, moving, or scrolling items				Not more than 3 times per second.
13	Links have meaningful names				Chapter 1 Quiz not Click here.
14	Links have content identifier				Evolution (PPT)
15	There are links to course Tools and Content				Dropbox and Discussion

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FCTT Std.	Requirement	Y/N NA	Comments	Completed By/Date	Resources
16	Page design is consistent through course?				Unit pages have same format.
17	Links open in a new window?				Indicate links will open in a new window.

8.4. The course design accommodates the use of assistive technologies.

FCTT Std.	Requirement	Y/N NA	Comments	Completed By/Date	Resources
1	Course is reviewed with Accessibility Checker app				Video “play” button labeled correctly for screen reader
2	There is sufficient contrast between content and background.				<ol style="list-style-type: none"> 1. Test Visually 2. Test with Color Contrast Analyser app, only, if needed.

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FCTT Std.	Requirement	Y/N NA	Comments	Completed By/Date	Resources
3	Color is not used alone to show emphasis.				1. Colors are not the only method used 2. Bold and italics are used also
4	Keyboard				Limited Strength, Dexterity, Stamina
5	Magnification				Visual

My signature indicates that all accessibility requirements noted on this checklist have been met.

Signature of Instructor:_____ Date:_____

Signature of Accessibility Lead-FCTT_____ Date: _____

End of Checklist