

# E-Learning Checklist for Accessibility

	Requirement	Yes/No
1	Instructions for my course use plain understandable language.	
2	My documents and pages within Blackboard have simple, consistent formats.	
3	My documents and pages within Blackboard contain enough contrast between font and background colors (Example: Black text on white background).	
4	My documents contain actual text, not scanned or copied images of text (Example: You cannot highlight a word on a scanned document).	
5	All pictures, charts, and graphs that contain information or data within my course and course documents have alternate text or a text description that conveys the same information.	
6	Text formatting (shape, color, and styling) cannot be the only way to convey information. Example: If the incorrect answer is colored red, you must add an identifier - "This answer is incorrect".	
7	All audio-only content I have provided within my course, course documents, or linked to outside of my course has a transcript available.	
8	All video-only content I have provided and/or linked to within my course and course documents has a transcript available that describes the important visual content in the video.	
9	All audio-video content I have provided and/or linked to within my course and course documents contain synchronized captions.	
10	The links within my course and documents use descriptive text (Instead of "click here" use the name of the resource you are linking to - " <a href="#">Google</a> ").	
11	All textual information within my PowerPoint slides appears in the proper order on the "Outline" view of the slides. (Using the built-in slide layouts provided within PowerPoint usually ensures this.)	
12	The websites that I have linked to and required my students to use follow all appropriate guidelines above.	
13	<p>My course syllabus contains the information about the required textbook(s), yVu) Disability Statement, as well as the current information on the location and contact information for the university's Disability Services.</p> <p><b>You may copy the following text into your syllabus...</b></p> <p>o ) ° # u y V u ) ) ° The ADA is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please call or visit o O \ o "</p> <p>If you are a returning veteran and are experiencing cognitive and/or physical access issues in the classroom or on campus, please contact the o O \ ffice for assistance at</p>	