

Accessibility Checklist

Accessibility is when you make sure that your course and its content are usable by as many people as possible. There are many ways to ensure that your course is accessible to your learners, and the following is a checklist you can use as you build your content. Course accessibility checklist

Text lessons accessibility checklist

- Use proper heading types (H1, H2, H3, etc.) to break up blocks of text
- Write with short, simple words and sentences
- Define terms that are not commonly used words
- Avoid unnecessary use of acronyms

Video lessons accessibility checklist

- Include subtitles and/or transcripts
- Speak clearly and slowly if you are including a voiceover

Image/Graphics accessibility checklist

- Include alt text on your images and graphics
- Check that your images and graphics are large enough that your audience can read any text or see small features
- Name your image files correctly before uploading (e.g. "accessibility_checklist.jpg" vs "rd837.jpg")
- Add captions to your images and graphics
- If you have graphs or charts, differentiate each section using different patterns rather than colors to support all levels of color blindness
- Include headings above charts and tables