

## Checklist for ADA Compliance in Online Courses

		Yes	No	N/A
Links	a. Provides wordings for the links. Avoids using “click here” or “link” for the links.			
	b. Uses text descriptions for the links.			
Text	a. Uses <b>serif fonts</b> for easy readability and is 12 point font.			
	b. Uses dark font colors on light backgrounds (preferably black text on white background)			
	c. Avoids extremely bright colors as a background colors.			
	d. Uses one font throughout the site.			
	e. Avoids overuse of all CAPS, bold, or italics.			
	f. Avoids underlining words; screen reader can mistake it for a navigation link.			
Headers, Lists, & Bullets	a. All headers and subheaders should be formatted as Headers.			
	b. All numbered lists should be formatted using the Numbering tool.			
	c. All bullet points should be formatted using the Bullets tool.			
Tables	a. All headers in the table should be formatted as Headers.			
	b. All tables should be captioned (be titled) using Caption in Table Properties.			
Images	a. Images are clear.			
	c. Image files are optimized for efficient loading.			
	d. Use of animated images is limited to only those that contribute to the learning experience – supporting the course content.			
	e. Avoids animated or blinking images, text or cursors. These can cause seizures for some people.			
	f. All Images have alt texts/long descriptions attached to them.			
Audio	a. Audio quality is clear.			
	b. Audio file length is adequate to meet the goals of the activity without being too large to restrict users’ ability to download the file on computers with lower bandwidths.			
	c. A written transcript is provided with all audio files.			
	d. Audio file length is adequate to meet the goals of the activity without adding unnecessary information.			

	e. Audio player required is compatible with multiple operating systems and requires only a standard, free plug-in.			
Video	a. Video quality is clear.			
	b. Video file length is adequate to meet the goals of the activity without being too large to restrict users' ability to download the file on computers with lower bandwidths.			
	c. Provides closed-captioning word-for-word and in proper sentence structure with proper capitalization and punctuation.			
	d. Video file lengths are adequate to meet the goals of the activity without adding unnecessary information.			
	e. Video player required is compatible with multiple operating systems and requires only a standard, free plug-in.			