

UNH Course Review Accessibility Checklist

2	Accessibility Checklist	Meets Requirement	Notes/Action Plan
Navigation			
1	Navigation should be consistent and logical - usually linear / time based for online courses, but may be unit based	<input type="checkbox"/>	
2	Assignments should be accessible via a Content Module as well as in the Assignments area	<input type="checkbox"/>	
3	Content within a module should be contextually related by unit or time period	<input type="checkbox"/>	
4	Utilize module headers and indents in the Learning Management System to convey structural cues	<input type="checkbox"/>	
Pages (LMS / Web), and Documents			
1	Content should be chunked into discrete sections using the "headings" or "style" tool in your editor to enhance readability and machine scanning. *1	<input type="checkbox"/>	
2	Use white space as a structural element to separate themes and elements, and facilitate readability	<input type="checkbox"/>	
3	Avoid using tables as a formatting tool. They should only be used for relational content, and be properly tagged.	<input type="checkbox"/>	
4	Avoid using colored or flashing text for emphasis. Use boldface and italics, instead	<input type="checkbox"/>	
5	Avoid underlining text. Underlines should be restricted to hyperlinks	<input type="checkbox"/>	
6	Avoid highlighting text	<input type="checkbox"/>	
7	Ensure high contrast between text and background and use a sans serif font	<input type="checkbox"/>	
8	Provide alternative text for all images, tables, charts, etc.	<input type="checkbox"/>	
9	Hyperlinks should be descriptive. Avoid: "Click here"	<input type="checkbox"/>	
10	Keep content within the HTML viewer concise. Expect users to be accessing on mobile devices	<input type="checkbox"/>	
11	Longer narrative content should be presented in downloadable, accessible document formats	<input type="checkbox"/>	
12	*Documents should be machine-readable *2	<input type="checkbox"/>	
Media			
1	Videos should be accurately captioned, whether self-produced or sourced from another platform (e.g. YouTube, Vimeo, etc)	<input type="checkbox"/>	
2	Videos should be delivered in short segments of no more than 7-15 minutes each, and are limited to one concept	<input type="checkbox"/>	
3	Important graphical content contained within a video should be described in the audio	<input type="checkbox"/>	
4	Audio content should be accurately transcribed	<input type="checkbox"/>	
Interactions			
1	Student - Student interactions should be built accessibly. Consider accessibility as it applies to communications during student collaboration on group projects, as well as the format(s) of project deliverables. Promote and facilitate an inclusive environment in all interactions.	<input type="checkbox"/>	
Assignments and Assessments			
1	Consider flexible or open assignments, which provide student choice in how they will present information	<input type="checkbox"/>	
2	Be prepared to offer additional time on assessments	<input type="checkbox"/>	

*Notes:

*1 Using a heading instead of merely using boldface when creating a document will ensure the document structure can be interpreted by machine readers.

*2 Many scanned PDFs are nothing more than image files, which cannot be read by a screen reader.

