

Online Course Accessibility Checklist

1. Visual Design & Text Formatting

- ❑ **Color Contrast:** Text and interactive elements maintain a contrast ratio of at least **4.5:1** for regular text and **3:1** for large text (18pt / 14pt bold).
- ❑ **Color Independence:** Information is never conveyed using color alone (e.g., green/red indicators also include text labels or visual icons).
- ❑ **Typography & Scaling:** Text uses clean, readable fonts and supports **200% zoom** without clipping, overlapping, or requiring horizontal scrolling.
- ❑ **Focus Indicators:** Interactive buttons, inputs, and links have highly visible default focus outlines when tabbed into.

2. Text Alternatives & Document Structure

- ❑ **Meaningful Alt Text:** All non-text content (images, icons, diagrams) includes descriptive alt text that conveys context rather than visual appearance.
- ❑ **Decorative Objects Artifacts:** Purely decorative images, background lines, and flourish graphics are explicitly marked as artifacts/decorative to hide them from screen readers.
- ❑ **Heading Structure:** Content follows a strict hierarchical heading order (H1 → H2 → H3) without skipping levels for visual styling.
- ❑ **Non-Positional Instructions:** Course instructions avoid spatial or directional phrasing (e.g., use *"Select the Next button in the course menu"* instead of *"Click the button on the right"*).

3. Multimedia & Audio/Visuals

- ❑ **Synchronized Captions:** All pre-recorded video content includes accurate, synchronized closed captions (CC).
- ❑ **Transcripts:** Standalone audio clips and full video modules provide downloadable, text-based transcripts.
- ❑ **Audio Control & Autoplay:** Audio and media do **not** play automatically on slide load; explicit user triggers or visible pause controls are provided.

- ❑ **Flashing Content Avoidance:** No media flashes or flickers more than **3 times per second** to prevent seizure risks.

4. Navigation & Interactive Elements

- ❑ **Full Keyboard Navigation:** All slides, menus, accordions, tabs, and quiz interactions are reachable and triggerable using standard keybindings (Tab, Shift+Tab, Space, Enter, Arrow Keys).
- ❑ **Logical Reading/Tab Order:** The slide Focus Order strictly follows the natural reading sequence (top-to-bottom, left-to-right) across all screen reader passes.
- ❑ **Skip Links:** Courses or LMS shells include "Skip to Main Content" links to bypass repeating navigation headers.
- ❑ **Form & Input Labeling:** All interactive form fields, dropdowns, and quiz choices have programmatic, accessible names/labels.
- ❑ **Sufficient Time Limits:** Timed quizzes or activities allow learners to extend, adjust, or disable time constraints.

5. Testing & QA Verification

- ❑ **Automated Scan:** Run automated auditors (e.g., Accessibility Checker in Storyline/Rise, WAVE, or AXE for LMS pages) to catch baseline markup errors.
- ❑ **Keyboard-Only Pass:** Complete the full module using **only** Tab, Shift+Tab, Enter, and Space with your mouse completely disconnected.
- ❑ **Screen Reader Pass:** Verify navigation flow and dynamic state changes (e.g., expanded/collapsed states, correct/incorrect quiz alerts) using **NVDA**, **JAWS**, or **VoiceOver**.
- ❑ **PDF & External Assets:** Ensure all downloadable supplemental materials (PDFs, job aids) are fully tagged and audited for reading order.