Best Practices for Ensuring Accessibility in Online Courses:

A Checklist

First Steps to Take

Task	Y	N	Comments
Create a short guideline document (time zone of live sessions, due dates/ times, discussion posts, group work methods, etc.). Post it on the main course page.			
Put a SAS disability statement on your syllabi and on your Canvas home page.			
Determine how you will deliver course content (synchronous, asynchronous), recorded PPTs, pasted PPTs, other resources (websites, videos, discussion boards)			
Determine your course requirements based on your course objectives. Do students need to attend all live sessions, for example? How may discussion posts "counts" as participation?			
Make sure your students have access to the text/ course materials in an online environment. Check with the publisher to see if any electronic versions exist that you can share with students.			

Get Your Course LMS Ready (Canvas, BlackBoard, Moodle, 2U)

Task	Y	N	Comments
Post your course material in a manner that makes sense. Follow your syllabus, use the LMS tools to put materials in appropriate places.			
Use the tip above to post appropriate links to class resources/ materials.			
Post the syllabus in a Word format.			
Consider chunking your recorded lectures into smaller (less than 10 minute) chunks.			
Frame each task (watch this video, write this discussion, visit the website) with a brief description of what the students need to do and why. Give it context.			
If you are going to break your class into groups, determine how to do that ahead of time. Work with educational technology or the LMS administrator.			

Consider how you will assess your students. If you are changing your approach from your face-to-face class, clearly explain that to your students. Offer a rubric, set clear deadlines and test dates. Repeat this often throughout the class.			
Learn how to set different exam times, to support students with disabilities.			
Consider how students will access the material if they do not have access to high speed Wifi or a computer and are dependent on their mobile device.			
Use the Announcement page on a regular basis to up-date students with new information, remind of due dates, and to check in.			
Offer virtual office hours at varying times during the week. Be sensitive to students in different time zones.			

Incorporating the Top 5 Tips

Task	Y	N	Comments
You have used the formatting structures in the Microsoft tools (Word, PPT, Excel, Publisher).			
You used San Serifs.			
You used formatting appropriately (bold, underline, italics).			
You made sure to use high color contrasts.			
You embedded your links appropriately.			
All of your images, charts and graphs have alt-text descriptions.			
You chose videos with captions.			
Your recorded videos/ PPTs have captions.			
You know how to turn on the captions in your live class sessions.			
You have run the Microsoft checker on all your content before you posted it online.			