



# Online Course ADA Compliant Checklist

**COURSE:**

**SEMESTER:**

## Blackboard Course Content

<input type="checkbox"/>	Heading styles are used if the information is long and has subtitles.
<input type="checkbox"/>	Provide descriptive text for the links.
<input type="checkbox"/>	Good Contrast between Text and background.
<input type="checkbox"/>	Don't use color as the only way to convey information. All information should be meaningful if color is removed.
<input type="checkbox"/>	Include descriptive ALT text for all images and charts.
<input type="checkbox"/>	Tables <ul style="list-style-type: none"><li>- Have description to summarize the table contents in the Summary field.</li><li>- Have header row identified in Table Row Properties.</li></ul>
<input type="checkbox"/>	All videos or audios have closed captions or a written transcript.

## WORD DOCUMENTS

<input type="checkbox"/>	Heading styles are used and Navigation pane reveals the heading levels correctly.
<input type="checkbox"/>	Avoid text boxes, as screen readers will skip over them.
<input type="checkbox"/>	Avoid blank spaces created by hitting Enter, Tab or space bar multiple times; instead use the spacing feature in the Paragraph formatting menu to create blank spaces
<input type="checkbox"/>	Provide descriptive text for the links.
<input type="checkbox"/>	Provide Alt Text for images and objects.
<input type="checkbox"/>	Don't use color as the only way to convey information.
<input type="checkbox"/>	Tables <ul style="list-style-type: none"><li>- Have descriptive ALT text.</li><li>- Have header row identified in Table Properties.</li></ul>

## POWERPOINT FILES

<input type="checkbox"/>	Outline View reveals all the content that a screen reader will read (e.g., items in the notes area are not read).
<input type="checkbox"/>	Ensure that all slides have unique titles.
<input type="checkbox"/>	Use slides as their layout intends them to be used—text in spaces for text, images in spaces for images.
<input type="checkbox"/>	Avoid transitions and animations on slides.
<input type="checkbox"/>	All videos or audios have closed captions or a written transcript.
<input type="checkbox"/>	Graphs and Charts include descriptive ALT text.
<input type="checkbox"/>	Tables <ul style="list-style-type: none"><li>- Have descriptive ALT text.</li><li>- Have header row identified in Table Properties.</li></ul>

## PDF FILES

<input type="checkbox"/>	Avoid scanned PDFs, as they are images; use OCR scanner to scan PDF files.
<input type="checkbox"/>	If PDF files are converted from Word documents or PowerPoint files, make them ADA compliant before converting.