

## Online Course Materials Accessibility Review

Use this form to determine which items you use or link to in your course to help check for accessibility.

Course Number/Section/Semester: \_\_\_\_\_

Item	Concern	Resources
Quizzes/Exams	Do students need extra time?	Extend time on exams: <a href="http://onlinesupport.cdl.ucf.edu/documentation/extend-the-amount-of-time-a-student-has-to-take-an-assessment/">http://onlinesupport.cdl.ucf.edu/documentation/extend-the-amount-of-time-a-student-has-to-take-an-assessment/</a>
HTML	Is the HTML page properly formatted: do the pages have heading structure, bulleted and numbered lists, tables with proper headings, accessible colors?  If images are present, do they contain descriptive text (alt text)?	If you have an assigned Instructional Designer, send a request asking for an Accessibility Checkup for your course to ensure that your html pages are accessible.  If you code your own pages, check these websites for guidance: <ul style="list-style-type: none"> <li>• Webaim: <a href="http://webaim.org/">http://webaim.org/</a></li> <li>• Web Content Accessibility Guidelines: <a href="http://www.w3.org/TR/WCAG/">http://www.w3.org/TR/WCAG/</a></li> </ul>
MS Word documents	Was proper text formatting and document organization used? If images are present, do they contain descriptive text (alt text)?	Review the formatting checklist for Word documents: <a href="http://teach.ucf.edu/resources/document-formatting-guidelines/">http://teach.ucf.edu/resources/document-formatting-guidelines/</a> .  Review the information related to adding descriptive or alt text for images: <a href="http://teach.ucf.edu/resources/document-formatting-guidelines/images/">http://teach.ucf.edu/resources/document-formatting-guidelines/images/</a> .
PDF documents	Were they scanned in using accessible optical character recognition (OCR) or were they scanned in as an image? If images are present, do they contain descriptive text (alt text)?	If you have an assigned Instructional Designer, send a request asking to have the PDF document(s) reviewed for accessibility.  Follow the <a href="#">PDF Formatting Guidelines</a> to create accessible PDFs. This tutorial explains how to create an accessible PDF starting with Word and how to tag an existing PDF.  Review the information related to adding descriptive or alt text for images: <a href="http://teach.ucf.edu/resources/document-formatting-guidelines/images/">http://teach.ucf.edu/resources/document-formatting-guidelines/images/</a> .
PowerPoint Presentations	Did you use the slide layout templates or add the proper formatting to the slides?  If images are present, do they contain descriptive	Review the Accessibility Tips page related to PowerPoint: <a href="http://teach.ucf.edu/resources/accessibility-tips/#ppt">http://teach.ucf.edu/resources/accessibility-tips/#ppt</a> ; as well as the WebAim site for tips on how to create accessible PowerPoint Presentations: <a href="http://webaim.org/techniques/powerpoint/">http://webaim.org/techniques/powerpoint/</a> .  Review the Accessibility Tips page related to images:

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	<p>text (alt text)?</p> <p>Do the audio/video components have an accompanying transcript or have captions been applied?</p>	<p><a href="http://teach.ucf.edu/resources/accessibility-tips/#image">http://teach.ucf.edu/resources/accessibility-tips/#image</a> .</p> <p>Review the information related to adding descriptive or alt text for images: <a href="http://teach.ucf.edu/resources/document-formatting-guidelines/images/">http://teach.ucf.edu/resources/document-formatting-guidelines/images/</a>.</p>
<p>Self-Produced Audio Clips/Video Clips (e.g., podcasts, You Tube videos, Vimeo videos, CDL or faculty-produced videos )</p>	<p>Was a transcript of the audio created? (For PowerPoints, is a transcript available in the notes section?)</p> <p>Have captions been added?</p>	<p>Create a transcript.</p> <p>Resources to add captions:</p> <p>If you have an assigned Instructional Designer, send the transcript and video link to have Video@CDL add the closed-captioning for you.</p> <p>To add captions yourself (for videos 15 minutes or less):</p> <ul style="list-style-type: none"> <li>• Use the <a href="#">Captions and Subtitles Tool provided by You Tube</a></li> <li>• Use <a href="#">Universal Subtitles</a></li> </ul>
<p>Video for which you don't own copyright (Motion Pictures, Educational Videos, You Tube videos, Vimeo videos)</p>	<p>If captions are available, is there a way to turn them on?</p> <p>If captions are not available, is a transcript provided?</p>	<p>Check with the Library (Elizabeth Killingsworth) to see if a captioned version is available through one of their venues (e.g., Films on Demand, Swank Motion Pictures).</p> <p>Contact the Educational company to see if a captioned version is available.</p>
<p>Lecture Capture: Tegrity</p>	<p>Audio will need to be captioned <b>post production</b> if you have a student who needs accommodations.</p>	<p>Check with Office of Instructional Resources SDS will contact you if you have a student with disabilities in your class.</p>
<p>Lecture Capture: Adobe Connect</p>	<p>Audio will need to be captioned <b>live</b> if you have a student who needs accommodations.</p>	<p>Download Caption Pod for accessibility; SDS will contact you and provide captioning assistance if you have a student with disabilities in your class.</p> <p>Check with Office of Instructional Resources if you need assistance adding the Caption Pod.</p>
<p>Electronic Course Packs (E-Packs, Course Cartridges)</p>	<p>Are various elements accessible (e.g. do images have alt text, do videos have captions, do simulations have captions)?</p>	<p>Check with specific publisher for verification of accessibility of materials and availability of accessibility features.</p>
<p>Math Formulas</p>	<p>Was a visual editor used to create the formula?</p> <p>If the formula is an image, do they contain descriptive text (alt text)?</p>	<p>Contact your Instructional Designer. Math formulas are currently handled on a case-by-case basis.</p>

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