**The SLU Online Course Accessibility Checklist assists faculty with alignment of course design and course materials in accordance with Standard 8 of the** SLU Online Course Design Rubric**. More examples and instructions for addressing criteria are found on the** SLU Distance Education Faculty webpage**. Any questions can be directed to the Distance Education Office (distance.education@slu.edu).**

- ❒ Navigation

  - o Course has straightforward navigation (simple, clean, consistent formats).

- ❒ Color and Font

  - o Optimize contrast between font and background colors (Example: black text on white background).

  - o Color is not used exclusively as an indicator of emphasis (for example, the red text indicates important information).

- ❒ Documents (Word, PowerPoints, PDFs, Excel, etc.)

  - o Documents contain actual text, not scanned or copied images of text.

  - o Headers are used to differentiate sections of a page as well as rows and columns in tables.

  - o All pictures, charts, and graphs that contain information or data have alternate text or a text description that conveys the same information.

  - o Text formatting (shape, color, and styling) is not the only method used to convey information. (Example: If the incorrect answer is colored red, you must add an identifier – e.g., "This answer is correct.")

  - o The links within the course and documents use descriptive text (Example: Instead of "click here" use the name of the resource you are linking to – "visit Google.")

- ❒ Audio and Video (NOTE: The Distance Education Office is in the process of determining how to best address audio-visual accessibility. In the meantime, accommodations will be made on an as needed basis).