

Columbus State University – Online Course Accessibility Guidelines Checklist

Instructor:

College:

Department:

Course Name:

Semester:

See **CSU Online Course Accessibility Guidelines** for more information

Perceivable

Reference Number	Accessibility Standard	Meets	Does not Meet	Comments
P1	Provide alternative text descriptions for images	<input type="checkbox"/>	<input type="checkbox"/>	
P2	Complex images (detailed diagrams) have complete description in surrounding text on page	<input type="checkbox"/>	<input type="checkbox"/>	
P3	Captions are provided or have been requested for video	<input type="checkbox"/>	<input type="checkbox"/>	
P4	Transcripts are provided or have been requested for audio recording	<input type="checkbox"/>	<input type="checkbox"/>	
P5	Use properly formatted headings and styles to structure the page(s).	<input type="checkbox"/>	<input type="checkbox"/>	
P6	Use formatting for whitespaces	<input type="checkbox"/>	<input type="checkbox"/>	

P7	Format lists as ordered lists or non-ordered lists.			
P8	Create tables with column and/or row headers			
P9	Repeat header rows			
P10	Use sufficient color contrast.			
P11	Meaning is not conveyed by color alone.			

Operable

Reference Number	Accessibility Standard	Meets	Does not Meet	Comments
O1	Course pages and slides have unique titles			
O2	Link text provides description of destination.			
O3	Slides do not use transitions or timed functions.			
O4	Pages with time limits include way to adjust limits			
O5	Eliminate or limit blinking / flashing content to 3 seconds.			

Understandable

Reference Number	Accessibility Standard	Meets	Does not Meet	Comments
U1	Navigation is clear and consistent.	<input type="checkbox"/>	<input type="checkbox"/>	
U2	Maintain a proper reading order in documents, tables, forms and slides.	<input type="checkbox"/>	<input type="checkbox"/>	
U3	Language of document or page is identified	<input type="checkbox"/>	<input type="checkbox"/>	
U4	Write math and science equations accessibly*	<input type="checkbox"/>	<input type="checkbox"/>	

Robust

Reference Number	Accessibility Standard	Meets	Does not Meet	Comments
R1	Ensure accessibility of third party tools and websites. Contact COOL for more information.	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Recommendations

Reference Number	Accessibility Standard	Meets	Does not Meet	Comments
AR1	Syllabus includes CSU policy on accommodations for students with disabilities	<input type="checkbox"/>	<input type="checkbox"/>	
AR2	Syllabus includes a link to CSU ADA policy and contact information for disability services	<input type="checkbox"/>	<input type="checkbox"/>	
AR3	Include link to accessibility policies for required applications.	<input type="checkbox"/>	<input type="checkbox"/>	

*Topics covered in a separate workshop

Reviewer Name:

Date Tested:

Additional Comments: