

# ADA Compliance Checklist

The checklist on pages 26–29 will guide you through the steps necessary to ensure that your course is accessible to your online course participants.

## Microsoft Word Documents

- Used Word's built-in formatting styles to create headings, page numbers, columns, tables, footnotes, and bulleted/numbered lists.
- Used Styles to structure content hierarchically by heading, subheading, and paragraph.
- Fonts are at least 12 points in size.
- Standard fonts are used.
- There is a 4.5 to 1 contrast ratio between the text color and background.
- Text boxes are not used.
- Tables include header rows and screen readers read the content in the correct order.
- Color is not used to relay important information.
- Alt text is included for all informational images, graphics, charts or graphs.
- Multiple images or graphics that are meant to go together to form one object are grouped.
- Meaningful text is used when creating URLs.

## **PDFs**

- PDFs created in Microsoft Word follow all the standards from the Word document checklist and are exported from Word as tagged PDFs.

## **PowerPoint Presentations**

- The preset slide layouts are used.
- If text boxes are used, they have been placed onto the slide in reading order.
- Sans serif fonts no smaller than 18 points are used.
- There is a 4.5 to 1 contrast ratio between the text color and background.
- There are no blinking or flashing animations.
- Alt text is applied to any essential images or graphics.
- Hyperlink text includes the full URL.
- Embedded videos are not set to autoplay.

## **Videos**

- Captions and a transcript are included.
- Audio description is included if needed.
- There is a 4.5 to 1 contrast ratio between the text color and background.
- There are no blinking or flashing animations.
- Alt text is applied to any essential images or graphics.
- Hyperlink text includes the full URL.

## Interactive Presentations

- Used a san serif font no smaller than 18 points.
- There is a 4.5 to 1 contrast ratio between the text color and background.
- Tabs open in the correct reading order.
- There are no blinking or flashing animations.
- Applied alt text to any essential images or graphics.
- Hyperlink text is descriptive of the website the hyperlink leads to.
- Closed captions and transcripts are available.
- All commands can be executed with a keyboard, without the use of a mouse.
- Videos are not set to autoplay.

## Math

- Allow all expressions to be enlarged on screen.
- Ensure that users with visual impairments can read scientific and mathematical expressions and that users with visual impairments and with physical impairments can write expressions.
- Use MathML to provide access to scientific and mathematical expressions
- Use LaTeX to provide access to scientific and mathematical expressions.
- Use prerecorded audio to read static scientific and mathematical expressions

- Use concatenated speech strings for simple scientific and mathematical expressions.
- Create scientific and mathematical expressions scripts using guidelines for spoken mathematics.

## **Blackboard**

- SCCC's accessibility statement is included in the course outline.
- Standard fonts that are 12 points in size or larger are used.
- There is a 4.5 to 1 contrast ratio between the text color and background.
- Color is not used to convey meaning.
- Alt text is included for all images and graphics.
- Heading styles are used when writing text in the text editor.
- Tables include header rows and screen readers read the content in the correct order.
- Learning modules are used instead of content folders.
- All documents, videos, and linked content is ADA compliant.
- Both Word and PDF versions of documents are provided.
- Unused buttons or tools are removed.