

Course ID:

Course Name:

Review Date:

AFA (Access for All) Accessibility Course Evaluation Checklist

Developed by the Office of Digital Learning

Blackboard Course Accessibility Guidelines

Module(s) or content section(s) reviewed: Click or tap here to enter text.

For each section, indicate if the element is present by marking yes or no.

For an accessible online course, aim to include all indicators (by marking ☒).

1. University Resources

Resources are available in the course and syllabus to assist students needing additional services.

- The Student Disability Services [syllabus statement for students with disabilities](#) with a reminder to obtain accommodation letters early in the semester is present within the orientation

Remediation Notes

Estimated Remediation Time: Approximately 5-10 minutes

2. General, Text, and Font Elements

Course font and content is clear, consistent, and intuitive for learners.

- All content intuitively read left to right, top to bottom
- The learner can pause or stop any content or materials that automatically plays, moves, or scrolls
- Any element that causes an automatic page refresh or update includes a note explaining the behavior to learners
- Content or materials do not have flashing or blinking elements
- Chunking used for large bodies of text with meaningful headings cluing learners into the purpose of the text
- Consistent instructions, wording, and naming conventions
- Instructions available if content and materials require learner input
- The learner does not have to rely solely on sensory characteristics (location, size, shape, etc.) to understand content and instructions
- The learner does not have to rely solely on font styles (bold, italics, etc.) to understand content and instructions
- Listed items use the numbering and bullet tools
- No more than two consecutive blank characters or spaces created using the space bar, tab, or enter (return) key
- All text has a minimum font size of 9
- All text uses sans serif font
 - Example: Arial, Tahoma, Trebuchet MS, and Verdana

Course ID:

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Review Date:

- Fonts limited to a maximum of three
- Uncommon acronyms include the full word in parenthesis the first time
Example: UTSA (The University of Texas at San Antonio)

Remediation Notes

Estimated Remediation Time: Approximately 15-25 minutes for every page

3. Document Elements Yes No

Documents include indicators allowing learners to navigate content seamlessly.

- For all PDFs, another accessible format is available to learners or in content collection
Example: Word Document or HTML page
- H1 (Heading level 1) or the title tool indicates the title of the document
- Headings levels are nested and sequential order
- PDFs are accurately tagged
- Running headers and footers include:
- Document title
 - Date last modified
 - Consistent page numbers using the authoring tool with location information
- Example: "Page 3-4" or "Page 9 of 15"

Remediation Notes

Estimated Remediation Time: Approximately 15-25 minutes for every page

4. Images, Diagrams, and Flowcharts Yes No

Images do not hinder learner navigation and include meaningful alternative text to enhance learner understanding.

- Images have meaningful and concise alternative text or captions
- Text is not presented as an image unless it is essential for content
- Minimal use of decorative images (images with no instructional value)
- Decorative image descriptions are tagged to allow assistive technology to ignore

Remediation Notes

Estimated Remediation Time: Less than 5 minutes for every basic image and 10-20 minutes for every complex image

5. Color Yes No

Colors are distinguishable but not essential to consume content.

- Colors meet color contrast requirements
Resource: [WebAim Color Contrast Checker](https://webaim.org/resources/contrastchecker/) [https://webaim.org/resources/contrastchecker/]
- Color is not essential for understanding text

Remediation Notes

Estimated Remediation Time: Less than 5 minutes for every page

Course ID:

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6. Tables Yes No

Tables are simple, meaningful through alternative text, and logical for all learners.

- Tables do not have merged or blank cells
- Tables have a specified header row
- Tables have meaningful and concise alternative text or captions
- Tables solely convey data or information
- Tables are not scanned or images

 Remediation Notes

Estimated Remediation Time: Approximately 10 minutes for every 30 cells

7. Hyperlinks Yes No

Hyperlinks are simple, meaningful, and intuitive for all learners.

- URLs hyperlink to meaningful and descriptive text
- If URL is present it is unlinked and within brackets []
- The phrase "click here" is not present in the descriptive text for hyperlinks
- A note is present explaining how hyperlinks will open is available to learners

 Remediation Notes

Estimated Remediation Time: Less than 5 minutes for every hyperlink

8. Faculty Developed Video and Audio (Media) Yes No

Media is rich with captions and descriptions, and a non-media alternative is available for learner engagement.

- Captions meet the following criteria:
 1. Synchronized and appear at approximately the same time as the audio is delivered,
 2. Equivalent and equal in content to that of the audio, including speaker identification and sound effects; and
 3. Accessible and readily available to those who need or want them.

Resource: Criteria from The [Described and Captioned Media Program](#)

- Learners have access to any text transcripts, accessible slides, accessible PDFs and other accessible visual aids
- If a video includes essential information on the screen to understand the topic, the learner can hear audio descriptions within the video, or an alternative video with embedded audio descriptions is available

 Remediation Notes

Estimated Remediation Time: Approximately 20 - 25 minutes for every 1 minute of video

Course ID:

Course Name:

Review Date:

9. External Content

Yes

No

All external content, webpages, OERs (Open Educational Resources), readings, media, and articles, meet accessibility guidelines.

- Materials are easy to navigate when solely using keyboard navigation
- A focus indicator is visible when solely using keyboard navigation
- Navigation of all materials is intuitive and consistent
- If audio automatically plays on the webpage, there is a feature to stop or pause audio
- Webpages have titles indicating the topic or purpose for learners
- Clear steps are present when navigating multiple webpages at one time
- Materials meet all previous guidelines

Remediation Notes

Estimated Remediation Time: 30+ minutes to find replacements, 15-25 minutes to remediate a page of content or two days for article requests from the library

10. Publisher and/or Vendor Content

Yes

No

All publisher and vendor materials meet accessibility guidelines and have a clear commitment to accessibility.

Publisher and vendor content may pose numerous accessibility concerns and requires a request for the Learning Experience Accessibility Specialist to review. Reviews may take up to two weeks. If the publisher or vendor content does not pass the review, it will be the faculty member's responsibility to find an accessible alternative.

***Note:** The Learning Experience Accessibility Specialist will need the ability to access the publisher's content.

Remediation Notes

Estimated Remediation Time: Publisher Content requires approximately 2 weeks to review

Overall Suggestions and Notes

***Note:** Calculated remediation times depend on several factors and are only an estimate.