



Accessibility for eLearning Checklist

Complete this checklist for every eLearning project to verify your courses and learning materials are inclusive and accessible for all learners.

- Can you navigate your course or other materials using only the keyboard?
 - When using the TAB key, are items selected in the order you planned?
 - Do all of your data collection elements (dropdowns, checkboxes, etc.) function as planned?
 - Can you complete interactive activities without a mouse or touchscreen?

- Are your colors and fonts chosen with accessibility in mind?
 - Is your font a sans-serif font for reading ease?
 - What is the contrast between your background and text colors? A ratio of 4.5:1 is recommended for short text; 7:1 is better for longer blocks of text.
 - Is color alone used to convey meaning? Include symbols or text for clarity.

- Are images accessible?
 - What do images look like at a higher magnification? Are they pixelated or clear when you zoom in?
 - Do all images have alternative text or captions?

- Are video and audio clips able to be used by all?
 - Can the user start, stop, rewind, and change speed?
 - Does your audio or video start automatically? The user should be able to control when to interact with these elements.
 - Are there closed captions provided on all videos?
 - Are transcripts available for all audio and video clips?

- Is your design clear and consistent?
 - Are navigation elements in the same place throughout the course?
 - Is your language as clear and simple as it can be, without altering meaning?
 - Are all visual instructions also explained verbally? Are all audio instructions provided in writing?

- Have you tested your course materials with real users?
 - Have you tested or simulated using a screen reader?
 - Have you included disabled users in your testing or piloting plan?