

Accessibility – Checklist – Universal Design Checkpoints for Designers

Objectives and Goals

- ☐ Are the objectives for the content written in a clear, understandable manner that allows for benchmarking and some self-assessment?
- ☐ Are the objectives included in the syllabus?

Assessment

- ☐ Do the quizzes, tests, and other assessment tools align with the objectives, and are they consistent with the material?
- ☐ Are the grading expectations defined and explained?
- ☐ Are alternative sources, presentation formats, and assessments included?
- ☐ Are model answers included in study guides?

Assignments

- ☐ Are there any external-type of assignments such as visits to exhibits, companies, or conducting interviews?
- ☐ Are there alternatives for assignments such as presentations or projects?
- ☐ Are there opportunities to collaborate with others on assignments?
- ☐ Are the grading expectations defined and explained?
- ☐ Are rubrics available for assignments?

Content

- ☐ Do the various instructional presentations model and employ the types of thinking that are common within the discipline? For example, do science courses demonstrate the scientific method and use empirical observation?
- ☐ Does everyone have to read the content online at the computer or can they print it?
- ☐ Is content presented in a variety of formats such as HTML, PDF, plain text, PowerPoint, Excel, and multimedia?
- ☐ Is the content structured using logical, hierarchical, meaningful headings for main and all subsections?
- ☐ Are there textual or other explanations that describe the relationships between objects in the content besides visual effects and layout?
- ☐ Is information conveyed using graphics also conveyed using text?
- ☐ Is information conveyed using only color, such as organizational elements or other important cues also provided as text?
- ☐ Can content be navigated using only a keyboard?
- ☐ Are abbreviations defined at their first use?
- ☐ Has someone proofread your materials?

Timelines

- ☐ Is there any flexibility included in the timeline for the course?
- ☐ Is there any flexibility in due dates for assignments?
- ☐ Is there any flexibility for the time it takes to complete assessments?

Software

- ☐ Do your users have all necessary programs and plug-ins to view your content online? If not, how do they get what they need?
- ☐ Do your users have all the necessary software applications to fulfill assignments and collaborate with others?

Hardware

- ☐ Are your users going to use the same computer settings and configurations as the designer or will you support multiple platforms including iPads, tablets, and smart phones?

Reuse

- ☐ Is the content going to be reused or revised in future?
- ☐ How often is the content updated?
- ☐ Is the content archived and saved on external media such as a hard drive, CD, or thumb drive?
- ☐ Is the content going to be a subset of a larger body of material?