

Online Course Accessibility Checklist

Instructional Design Quick Reference | Universal Design for Learning (UDL) & WCAG-Informed Practices

Course Structure	<ul style="list-style-type: none">• Consistent weekly layout (Overview → Materials → Activities → Assignments)• Logical module organization• Clear navigation guidance for learners• Descriptive module titles
Content Formatting	<ul style="list-style-type: none">• Use proper headings (H1, H2, H3)• Break long text into sections• Use bullet lists for readability• Ensure readable font size and spacing
Images & Visuals	<ul style="list-style-type: none">• Images include descriptive alt text• Decorative images marked appropriately• Complex visuals include written explanations
Video & Multimedia	<ul style="list-style-type: none">• Videos include accurate captions• Transcripts provided when possible• Avoid autoplay media• Provide text summaries of key concepts
Links	<ul style="list-style-type: none">• Use descriptive link text• Verify links are functional
Documents & Slides	<ul style="list-style-type: none">• Structured headings used• Tagged PDFs when possible• Slides use built-in layouts• Images include alt text
Color & Visual Design	<ul style="list-style-type: none">• High contrast between text and background• Color not used as the only way to convey meaning
Assessments	<ul style="list-style-type: none">• Clear instructions and expectations• Rubrics included• Accessible quiz formats• Multiple ways to demonstrate learning when possible

Kaitlyn Chance | Instructional Design Portfolio