

Universal Design/508 Compliance checklist for faculty

As you design your online course, please keep the following in mind. This will ensure both a smooth delivery to all learners and the minimal need for “retrofitting” your course AFTER you’ve put it together.

Course design:

- Fonts are simple, clear (Arial, Verdana, etc.) and 12-14 point whenever possible
- High contrast color scheme throughout
- Avoids colors invisible to those who are color blind
- Uses simple, consistent iconography
- Is easily navigated by all users
- Is intuitively designed
- Does not assume technological literacy beyond the beginners level, especially considering the demographic online instructor serves

Technology and bandwidth:

- Takes into account older computers with older operating systems (use .doc and .rtf when not using html)
- Provide video assignments accessible through links, rather than video streaming. Many areas do not have bandwidth sufficient for continuous viewing via video streaming. Alternatively, put video streamed material on reserve on DVDs.
- Videos, both lectures and clips, are captioned or a transcript is provided. If this is impossible or too costly, and alternate assignment is available for those who cannot access the material.
- A script accompanies audio material, for those with low hearing and for students who do not have good sound quality on their computers. This also reinforces learning for all learners.
- All images are provided with simple alt tags that can be easily understood by the learner with low vision. This includes charts and graphs.
- Embedded slide shows are readable by a screen reader, i.e., are also provided with alt tags and descriptions