DIGITAL ACCESSIBILITY QUICK GUIDE

TECHNICAL SPECS

AUDIO

- ☐ Audio should be clear (not muffled)
- ☐ Include transcripts

VIDEOS

- ☐ Resolution appropriate for viewing. 640 x 360 SD or 1280 x 720 HD
- ☐ Short segments (5-7 minutes)
- ☐ Closed captions

TEXT

- ☐ Use high contrasting colors (e.g. black or purple on a white background)
- ☐ Avoid using color alone to convey information. For e.g., "all items in red are due …"
- ☐ Font size no smaller than 11pt
- ☐ Sans serif fonts, such as Helvetica, Arial, Tahoma, Calibri, Verdana
- ☐ Text can be resized to 200% without distortion
- ☐ Consistent heading styles and table headers in tables
- ☐ Avoid creating tables within tables
- ☐ Screen readable (Mac Voice Over, Windows Narrator, Jaws, Read Write Gold)
- ☐ Link text should convey meaning, e.g., Section 508 instead of "Click Here"
- ☐ Documents should be in Word or RTF format

IMAGES

- ☐ Alt text, or captions, or descriptive text adjacent to the image
- ☐ Avoid using images as text
- ☐ No blinking, flashing and auto-refreshing text, graphics, or animations
- ☐ No text wrapping around the image
- ☐ No PDFs that are scanned images
- ☐ Appropriate color contrast for color blindness - webaim.org/articles/visual/colorblind

This list is intended as a quick guide to make your site easily accessible.

A comprehensive list of the guidelines adopted by the university, Web Content Accessibility Guidelines (WCAG 2.0), can be found at www.w3.org/WAI/WCAG20/quickref/.

The university promotes criteria level AA.

www.digitalaccess.iastate.edu

IOWA STATE UNIVERSITY

ONLINE COURSE DESIGN SPECS

An online course must include:

- ☐ Syllabus and Schedule/Timetable that are easy to locate, accessible, and printable
- ☐ An up to date syllabus
  Please refer to "How to Create an Effective Syllabus" on CELT's website
  http://www.celt.iastate.edu/teaching/preparing-to-teach/how-to-create-an-effective-syllabus
- ☐ Well articulated and measurable learning objectives, outcomes, and assessments that align with each other
- ☐ Start Here/Welcome/Course Orientation
- ☐ Instructor picture with alt text and bio. Instructor video is recommended
- ☐ List of technology tools used in the course and instructions for use
- ☐ Active and updated links to tools and instructional materials from external sources

Course design should support:

- ☐ Communication between instructor and students and among students
- ☐ Multiple ways of engaging and expressing knowledge
- ☐ Activities that promote active learningand attainment of learning outcomes

Materials produced for the
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www.elo.iastate.edu/access

www.digitalaccess.iastate.edu

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