Accessible Moodle Checklist

# Instructions and expectations

* Contact details, support information provided.
* Clear guidelines on the expectations on the students and the interaction they can expect from you.
* Clear information regarding Objectives, Content and Assessment.

# Organisation and Structure

* Key information is placed at the top of the page.
* Topics are consistently named to provide context and easy navigation.
* Topic headings are displaying correctly in the Quick Links menu.
* Empty sections are hidden from students.
* Empty folders have been removed.
* Labels have been accurately named.
* The page doesn’t require too much scrolling.

# Colours

* Sufficient colour contrast between text and background (e.g. black and white).
* Colour alone has not been used to convey information (additional cues provided).

# Text

* A font size of 12 point and above.
* Consistency of fonts used throughout.
* Sans serif font used – such as Arial, Helvetica or Verdana.
* Bold used to create emphasis.
* Italics and upper-case has not been used for emphasis.
* Paragraph Styles have been used for headings.

# Spacing

* Spacing has been adjusted using the Paragraph formatting menu.
* Space between the lines is at least 1.0.

# Images and other non-text elements

* Images are set “In line with text” or to the right of text.
* All images and graphics have Alt Text added.
* No Text Boxes have been used.
* No watermarks or slide background images have been used behind text.
* Dimensions are appropriate for the image and do not require the user to scroll down the page.

# Graphs and Charts

* A caption preceding the chart or graph has been added.
* Any findings/trends are explained in Alt Text.

# Tables and Columns

* All tables have been created using the Table tool on the Insert tab.
* All tables have proper Headings with the Header Row check box ticked.
* If a table spans multiple pages, Heading Rows are set to repeat at the top of each page.
* Columns have been created using text placeholders.

# Hyperlinks

* Hyperlink text is descriptive and lets the user know exactly where the link will take them.
* Non-descriptive text such as “Click here” or “More info” has not been used.
* Hyperlink text is not so short that it could cause issues for those with limited dexterity.
* No links are broken.

# Multimedia

* Closed Captions are provided for video content.
* Transcripts are provided for audio content.
* Content is ideally online. If it’s a file saved on your computer, the file size should not be

 too large.

* Any files saved on your computer have been made available alongside the presentation.
* No flashing or blinking content.

# Interaction

* Discussion forums have meaningful headings for discussion threads.
* Alternative text formats have been provided for drag and drop type quizzes.
* Alternative text formats have been provided for visual/audio content in quizzes.
* Explicit instructions have been provided for any interactivity and engagement.
* Information on how the students will get feedback provided.

# Checks

* The Accessibility Checker has been run in the Text Editor.
* The Screen-reader Helper has been run in the Text Editor.

# Files

* Microsoft Office documents have been checked with the Accessibility Checker for any issues.
* Files have clear filenames containing no special characters.
* PowerPoint presentations have been made available before the lecture, along with any associated files.
* Files have been provided in alternative formats that can be adapted by students using assistive technologies.