# **Course Design Checklist**

## **How to use this checklist**

Check the box if you can answer “yes” to the following questions. This signifies that your online course is following a [best practice for online learning](https://www.qualitymatters.org/sites/default/files/PDFs/StandardsfromtheQMHigherEducationRubric.pdf).

|  |  |
| --- | --- |
| **Area of Review** |  |
| **Scannable** | |
| Does the course navigation make it easy for students to find what they need? |  |
| Is there a consistent theme (for example, color scheme or page layout)? |  |
| Does the course promote readability (headings, reading level, supplemental content)? |  |
| **Legible** | |
| Are the fonts uniform, accessible (color/contrast) and sized appropriately? |  |
| Is color usage accessible? (i.e. color alone is not used to convey information) |  |
| **Searchable** | |
| Is alt text provided for all digital images? Is text kept as text (not in images)? |  |
| Are course documents posted in accessible formats (HTML, PDF, Word)? |  |
| **Viewable** |  |
| Are media files closed captioned or transcribed and easy to play? |  |
| Is user-friendly color used sparingly and consistently? |  |
| Have you avoided using underlined text and misleading phrases like “click here” for links? |  |
| Have you included labels (PDF, Word, Excel) in your non-HTML links? |  |

## Questions?

If you have questions contact Jason Buzzell, Lead, IT Accessibility, via email (it-accessibility@nebraska.edu), or call at 402.554.4808. You may also want to reach out to your campus Academic Technology teams.