# Course Site Review Checklist: Accessibility

Use this document to track your progress as you review your CoursePlus site for digital accessibility.

## Prepare Yourself

Review the [POUR Questions for a Digitally Accessible Classroom](https://ctltoolkit.s3.amazonaws.com/shelf/DigitalAccessibilityPOURQuestions.pdf) [PDF] and download the [Quick Check for Digital Accessibility](https://ctltoolkit.s3.amazonaws.com/shelf/QuickCheckGuide-Accessibility.pdf) [PDF]. **For each task that indicates you should “*check the accessibility*”, you are encouraged to follow the guidance in the Quick Check document**.

## Online Library (Manage/Edit View)

| **Date Completed** | **Task** | **Notes** **(Include Any Next Steps, Questions, or Whether Issues Need to be Fixed)** |
| --- | --- | --- |
| - | Review Online Library items for relevance and importance to the course. Delete what is no longer appropriate or being used. | … |
| - | Review uploaded PDFs for journals or other items available in the [Welch library](https://welch.jhmi.edu/). If it can be found through Welch, delete the uploaded file and replace it with a weblink that points to its permalink *or* add the resource to your [eReserves](https://welch.jhmi.edu/requestreserves). | … |
| - | Review the uploaded files to see if something can be created as a [CoursePlus standard page](https://ctl-help.zendesk.com/hc/en-us/articles/4911144535195-Page-Builder-Create-a-Page), whose accessibility is easier to maintain. If yes, then create the new course page (linking it to the Schedule Builder, if appropriate) and delete the uploaded file from the Online Library. *Assignment instructions are likely candidates.* | … |
| - | Check that all weblinks are displayed as meaningful text by using [the link title field](https://ctl-help.zendesk.com/hc/en-us/articles/7151491667611-Online-Library-Managing-Weblinks) appropriately. | … |
| - | ***Check the accessibility*** of all resources accessed through the weblinks. If a resource is not accessible, remove it or try to find an alternative. At a minimum, [manage the item and denote its importance as optional](https://ctl-help.zendesk.com/hc/en-us/articles/7151491667611-Online-Library-Managing-Weblinks). | … |
| - | Check the accessibility of every uploaded file that remains.  | … |

## CoursePlus Tools

| **Date Completed** | **Task** | **Notes (Include Any Next Steps, Including Questions or Whether Issues Need to be Fixed)** |
| --- | --- | --- |
| - | **Syllabus page**: Check the accessibility of the page and of any of its hyperlinked sites or resources.  | … |
| - | **Faculty page**: Check the accessibility of the page and of any of its hyperlinked sites or resources. | … |
| - | **Quiz Generator**: Check the accessibility of the instructions text for each individual assessment. Also check the accessibility of every question in the question bank. If your question bank is exceptionally large, however, you may want to start by checking the questions still used in your quizzes. *Pay special attention to the accessibility of images, tables, and equations that are part of a question. Also make sure to check uploaded files tied to questions.* | … |
| - | **Discussion Forum:** Check the accessibility for any prompts that are already written. *Include a check of uploaded files or linked resources tied to prompts.* | … |
| - | **PathFinder:** Check the accessibility for your [introductory text](https://ctl-help.zendesk.com/hc/en-us/articles/4417062661915-PathFinder-Add-a-New-Simulation) and all the [decision points](https://ctl-help.zendesk.com/hc/en-us/articles/4417068641435-PathFinder-Add-Decision-Points-to-a-Simulation) in your activities. *Include a check of any uploaded and linked files shared with students as part of the activities.* | … |
| - | **Drop Box:** For timed assignments, check the accessibility of [the instructional file that students download to begin the assignment](https://ctl-help.zendesk.com/hc/en-us/articles/4417065080219-About-the-Instructional-File-for-a-Timed-Assignment-Drop-Box). | … |
| - | **Wikis:** Check the accessibility of any wiki started by the faculty team. | … |
| - | **All other tools with “Instructions”:**Check the accessibility of all other tools that allow editing student instructions as formatted text. This includes Surveys, Signup Sheets, and the Peer Assessments. | … |

## Lecture and Other Pages

You are encouraged to list each of your course pages here before checking the accessibility. Remember that your accessibility review includes not just what you place on the page (text and media), but external resources linked to the page.

| Date Completed | Task: Lecture and Other Course Page to be Checked | Notes (Include Any Next Steps, Including Questions or Whether Issues Need to be Fixed) |
| --- | --- | --- |
| - | *Lecture 1* | … |
| - | … | … |
| - | … | … |
| - | … | … |