Checklist for ADA Compliant Syllabi/Documents/Audio/Video		Yes	No	N/A
Links	1. Provides meaningful hyperlinks. (Example: Use "Syllabus" instead of "Click Here" for the links)			
	2. Uses alternative text descriptions for all links.			
Text	1. Uses sans serif fonts for easy readability, such as Arial (regular), Verdana or Tahoma.			
	2. Uses dark font colors on light backgrounds (preferably use black text on a white background).			
	3. Avoids extremely bright background colors.			
	4. Uses one font throughout the site.			
	5. Avoids overuse of all CAPS, bold or italics.			
	6. Avoids underlining words, as screen readers can mistake underlined text for navigation links.			
Images	1. Ensures images are clear.			
	2. Image files are optimized for efficient loading (re-size accordingly).			
	3. Use of animated images is limited to only those that contribute to the learning experience – supporting the course content.			
	4. Avoids animated or blinking images, text or cursors.			
	5. All images, tables, charts, and diagrams have alternative text titles and descriptions.			
Audio	1. Audio quality is clear.			
	2. Audio file length is adequate to meet the goals of the activity without being too large (restricting ability to download file) and without adding unnecessary information.			
	3. Provides a written transcript with all audio files.			
	4. Audio player required is compatible with multiple operating systems and requires only a standard, free plug-in. (Example: Adobe Flash)			
Video	1. Video quality is clear.			
	2. Video file length is adequate to meet the goals of the activity without being too large (restricting ability to download) and without adding unnecessary information.			
	3. Provides closed-captioning or accompanying text-based scripts for all videos. (timed synchronized if more than a talking head)			
	4. Video player required is compatible with multiple operating systems and requires only a standard, free plug-in. (Example: Adobe Flash)			