Online Course Accessibility – Who is responsible for what?

Accessibility	Disability Services	Educational Technology	IT	Instructional Design	Faculty
Evaluate all content for conformance to the WCAG 2.1 AA standards. Provide expert consultation & advice regarding any remediation needed to conform to the WCAG 2.1 AA standards. Develop and deliver professional development opportunities for faculty and staff related to accessibility. Collaborate with marketing and IT to ensure accessibility of public website, learning management system and other technological infrastructure. Consult with legal and procurement on contract language and provisions related to accessibility.	Determine reasonable accommodations for students with disabilities. Notify faculty of a student's approved accommodations. Consult with faculty and relevant functional office staff regarding the implementation of a student's approved accommodations. Develop and deliver professional development related to accommodations and working with students with disabilities. Collaborate with the accessibility team to review course roster lists to determine if students with approved disabilities are enrolled to determine accessibility needs.	Collaborate with vendors of educational tools and resources. Ensure the accessibility team has appropriate credentials and access to effectively evaluate tools and content being considered for inclusion in course activities. Facilitate communication between instructional design, accessibility team and vendors regarding concerns about accessibility. Consult with instructional design and vendors on available integration options to include the tool or resource in the course. Develop multimedia according to accessibility guidelines for courses.	Maintain the learning management system, student portals and other infrastructure related to online course activities. Collaborate with accessibility to ensure internally developed tools are built with accessibility in mind and evaluated on a regular schedule. Consult with accessibility and disability services on systems used to identify students with disabilities and track their usage of accommodations. Partner with accessibility and marketing to ensure the university's public facing website and resources are accessible to all audiences.	Develop content for university courses with relevant subject matter experts. Integrate accessibility features into the design of all university coursework. Review all new and revised university courses for conformance with the following accessibility criteria: • All videos have captions, transcripts and, if needed, audio description; • All audio content has transcripts; • All PDFs and other documents are accessible; • All images have appropriate alternative text; and • All links posted in the course are descriptive.	Implement a student's approved accommodations upon receipt of an accommodation memo. Consult with disability services regarding a student's need for accommodations. Participate in an annual accessibility training. Ensure that the following accessibility criteria are met for all content posted in the course: • Transcripts and/or captions are available for videos & audio; • Accessible PDFs & other documents; • All images have appropriate alternative text; and • Descriptive hyperlinks are used.

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