

MMU Online Resource Checklist

Complete the following checks before providing final preview to client or making available to client. Duplicate checks on spelling and proof reading advised.

Upon Completion:

Spell Check <i>Use built-in spell check tools in development software to check spelling and grammar where available. Alternatively copy and paste into MS Word where possible – this could be done before inserting into multimedia project developed in software without a built in checker but be aware of MS formatting being copied into project.</i>	Proof Read <i>Make sure text content makes sense when read in the context of the resource. Make sure good instructions are provided where the user is required to interact with content. Use the clearest and simplest language appropriate for the content.</i>	Test Hyperlinks <i>Ensure all hyperlinks work correctly and send the user to the correct location. Link text should explain where the link goes/what it does. Links to external locations (outside of the resource) should open in a new window so that the learner can easily return to learning content.</i>	Formatting <i>Avoid overuse of different styles in a resource – consistent use of font sizes, styles and colours. Avoid fully justified (edge-to-edge) text. Make links visually distinct.</i>

Check the resource in the following browsers/Devices:

Browser (Version)	Is the resource visible?	Does functionality work as expected? (including reporting to WOLF/VLE if required)
Internet explorer 8.0 (university standard)		
Internet explorer 9.0		
Firefox		
Google Chrome		
Safari		
iPad		
Android Tablet		
Windows Surface		
PC Screen Resolution 1024x768 (student machine standard)		

Accessibility Options:

	Yes	No
Can you navigate using the keyboard instead of the mouse?		
Is there a text alternative for non-text elements e.g. images?		
Are there captions or transcripts for audio visual elements?		
Does any link text explain what the link does?		
Is there a link for software downloads (applets/plugins)?		
Are methods to help users navigate, find content and determine where they are included? (if applicable)		
Is there an alternative for time based media? (e.g. notes/transcript for voiceovers in synced presentations)		
Is there enough time for users to read and use content? (e.g. in video titling and time-based media)		

Accessibility checklist adapted from [W3C Web Content Accessibility Guidelines](#) and [Section 508 compliance checklist](#).