



Accessible Remote Learning and Training Checklist

Proactively meet the duty to accommodate

- ☐ Ask all participants to communicate any accommodation needs ahead of time.
- ☐ Include an accommodation statement in any registration forms or emails communications.
- ☐ Consult directly with any participant who makes an accommodation request.
- ☐ Follow the principles of accommodation (i.e., dignity, individualization, full participation).

Use an accessible online platform

- ☐ Become familiar with the accessibility features available within the online meeting platform.
- ☐ Share accessibility features with learners and participants as a regular practice.
- ☐ Include live captions as a best practice.

Share relevant materials in advance

- ☐ Distribute information and materials to all participants in advance as alternative formats.

Display information purposefully and meaningfully

- ☐ Have a clear purpose for displaying information in your shared screen.
- ☐ Verbally explain or reference all visual information (for those who cannot view your screen).

Request feedback from participants

- ☐ Provide the opportunity for participants to share feedback.
- ☐ Use a [Google Form](#) or [Customer Service Feedback Form](#) to collect and review feedback.