

Course Accessibility Check List

Module # _____ Topic: _____ Checked by: _____

Template

Accessibility	Yes	No	Comments/Notes:
Most Current D2L template used?			

Headings

Accessibility	Yes	No	Comments/Notes
Heading 1 is used only once (just for the Title)			
Heading levels in correct order? (Heading 2, Heading 3, etc.)			

Images

Accessibility	Yes	No	Comments/ Notes:
Alternative text provided including description of image's purpose?			
Images on web pages that are purely decorative need alt text. In the alt text description write: alt=""			
Images in Word docs that are purely decorative need alt text. In the alt text description write: alt=""			
Complex images (graphs, charts, diagrams, illustrations, and maps) contain short and or long description			
All linked images have descriptive "alt" tags			
All images, image maps, and /or image buttons have "alt" tags			

Lists

Accessibility	Yes	No	Comments/ Notes:
Formatted using ordered or unordered lists			

Links

Accessibility	Yes	No	Comments/ Notes:
Concise text describes the link's destination			
External link opens in a new window			

Tables

Accessibility	Yes	No	Comments/ Notes:
Column and/or row headers identified?			
Reading order checked (screen readers read from left to right, top to bottom)			

Color

Accessibility	Yes	No	Comments/ Notes:
Color/Contract Checker: WebAIM Contrast Checker			
NOT used to convey meaning to content			

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Math & Science

Accessibility	Yes	No	Comments/ Notes:
D2L equation editor used?			

Multimedia

Accessibility	Yes	No	Comments/ Notes:
Blinking/ Flashing content eliminated?			
Mouse actions can be completed with keyboard?			
Videos are properly captioned?			
A transcript is provided for all audio files?			

Course Files

Accessibility	Yes	No	Comments/ Notes:
Microsoft Accessibility Checker tool used?			

PDF

Accessibility	Yes	No	Comments/ Notes:
Scanned PDF documents are made screen readable with OCR technology (not scanned as an image but an actual text document so screen readers can read the text)			