ACCESSIBILITY CHECKLIST

Contact UCCOnline for additional information regarding any item in checklist

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| **FORMAT** | **ITEMS TO CHECK** | **TIPS** |
| SYLLABUS | * Digital and in an accessible format * Includes a current disability statement * Includes ADA compliance statement for Canvas | Disability statement and ADA compliance for Canvas can be found in the Accessibility training. |
| WEB-BASED  CONTENT IN CANVAS  **<html>** | * Color is not the sole means by which information is conveyed * Color contrast between text and background color is sufficient * Heading structure is followed * Hyperlinks are have a meaningful description of where they are going to and will make sense out of context * Images have the proper ALT description * Lists are formatted using bullets or numbers (not manually done). * Remove animations or check that flicker rate is lower than 2 HZ or greater than 55 Hz (approx. 3 seconds) * Data tables include a summary, caption, and headers for rows and columns. | Use the **WAVE** toolbar or other freely available tools to test your web-based content.  **Images:**   * Decorative or non-functional images should have “null” in the ALT text * Simple images (photos, drawings, buttons) have descriptive ALT text * Complex images (detailed maps, flow charts, image of processes) have explanatory text next to image or a link to explanation page |
| VIDEO | * Include accurate and synchronized captions or script * Video player is keyboard accessible | **Both** Closed Captions and a script are recommended.  Press **TAB** on the keyboard. You should be able to **play, pause, rewind, fast forward** and **toggle the captions** for video using only your keyboard. |
| AUDIO | * Transcript is provided |  |
| WORD | * Word files created in Word are accessible and can be accessed by users of assistive technology * Heading styles are used * Built-in formats for bulleted lists, columns and tables are used * Images have alternate text | Run the **Microsoft Word Accessibility** **Checker** |
| POWERPOINT | * Word files created in Powerpoint are accessible and can be accessed by users of assistive technology * Provide notes in the Notes section | Run **the Microsoft Powerpoint Accessibility Checker** |
| EXCEL | * Did not use black cells for formatting * Specified column headers | Run **the Microsoft Excel Accessibility Checker** |
| PDF  DOCUMENT | * Create accessible PDF from Microsoft Word (Windows only) or InDesign * Scanned items will require **OCR** | MS Word for Mac cannot create an accessible PDF. You must either use LibreOffice (free) or save to PDF on a Windows computer.  In **Adobe Acrobat Pro** and choose **Full check** under **View**, then **Tools**, then **Accessibility**.  Confirm the correct document reading order by selecting **Read Out Loud** in the **View menu** to have the document read to you. |
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| For information regarding Math, Blackboard Collaborate, Google Docs or other types of content please contact:  UCCOnline 541-440-7685 or [ucconline@umpqua.edu](mailto:ucconline@umpqua.edu) 04/22/2015 | | |