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-BASEDCONTENT 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
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| 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
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| 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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* All required outside websites are verified to be accessible
 | [Questions to ask your publisher](http://www.pcc.edu/resources/instructional-support/adopting-publisher-content.html). |
| For information regarding Math, Blackboard Collaborate, Google Docs or other types of content please contact: UCCOnline 541-440-7685 or ucconline@umpqua.edu 04/22/2015 |