Course Accessibility Quick Check

Syllabus

☐ My syllabus is available in an accessible electronic format.
- Microsoft Word or Pages documents tagged with "Styles".
- My PDFs were OCRed, Tagged, and reading order was checked.

☐ I have included an "Accommodation Statement" informing the student how to request accommodations in my course.

Handouts

☐ My handouts or course materials are available in an accessible electronic format.
- Microsoft Word or Pages documents tagged with "Styles".
- My PDFs were OCRed, Tagged, and reading order was checked.

Presentation

☐ My presentations, such as PowerPoints, are available in an accessible electronic format.
- If using Microsoft PowerPoint 10 or later, the built-in accessibility checker has been run.
- I have provided descriptions for all important images.
- When I switch to Outline view, all the text from the slides appear.

Videos

☐ My video materials (DVDs, video podcast, online video resources) have closed captioning/subtitles or I have provided a transcript for the video materials.

Audio

☐ My audio materials (CDs, audio podcast, clips or other audio formats) are provided with an accompanying transcript.

Canvas

☐ I have added an appropriate **Alt** attribute and/or captioning to all images.

Online Materials

☐ The online resources I use in my class are accessible to all students.

- I have avoided Flash content
- I have checked to see if the videos were captioned or a transcript was available
- For websites I am unsure about its accessibility, I have contacted the Office of Accessibility.

Screen Reader Friendly Wording

☐ I have avoided wording such as "click here" or "select this" used on my webpages or LMS.
☐ I have avoided abbreviations when possible.
☐ I have used specific titles for assignments such as "Week One Assignment" instead of more generic terms such as "Weekly Assignments".