Use this accessibility checklist as a guide for developing accessible content/information. This checklist should be used in tandem with the *Creating Accessible Content* instructional handout. The instructional handout provides step-by-step directions on how to complete the items.

Meeting all the items in this checklist does not guarantee or imply that your course/content is 100% accessible. Review the accessibility resources on the Student Accessibility Services website for additional information or contact their team.

Documents

- [ ] Use heading styles for all headers when creating documents.
- [ ] Replace "click here" or "click this link" language with short descriptive text.
- [ ] Add alt text, captions, or long descriptions to images.
- [ ] Do not underline, highlight, or change color of text to emphasize text. Rather create a heading style with bold formatting and use that style to emphasize text.

Presentations

- [ ] Add alt text, captions, or long descriptions to images.
- [ ] Replace "click here" or "click this link" language with short descriptive text.
- [ ] Set the reading order of the content of the slide.
- [ ] Verify all presentations with audio and video include transcript or text in the notes panel are shared with students.
- [ ] Do not underline, highlight, or change color of text to emphasize text. Rather create a heading style with bold formatting and use that style to emphasize text.
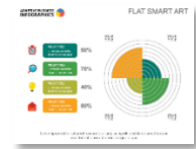
PDF

- [ ] Use the Accessibility Check feature in Acrobat Pro to check accessibility of PDFs.
- [ ] Use Acrobat Pro to make scanned PDFs accessible.

Videos/Audio

- [ ] Use Kaltura to generate a transcript of the audio.
- [ ] Check YouTube videos for closed captioning (CC). If the video does not have CC, use Kaltura to generate a script for the video.

Canvas

- [ ] Add alt text, captions, or long descriptions to images added in Canvas.
- [ ] Use Canvas Accessibility Checker to check the accessibility of Canvas pages.