Accessibility Checklist

Text elements

1. Use semantic headings to divide long documents into navigable sections.

2. Ensure that link text indicates specific destinations (i.e. avoid "click here" links).

3. For lists (numbered and with bullets), make sure to use the bullet tools to create them. If a numbered list (e.g. an outline) has multiple levels, make sure each level uses a different numbering scheme.

4. Use color schemes in PowerPoint and Web pages with sufficient color contrast.

5. Make sure font face and size conform to recommended legibility standards.

6. If you use data tables, be sure to label the table and columns and avoid merging cells.

7. Provide alternatives for PDFs such as Word, HTML or text. PDFs can be made accessible, but the process is very complex, so it is often quicker to provide content in an alternative form.

8. Ensure that non-English content is properly tagged.

Multimedia elements

1. Use image ALT Text to quickly describe images for those who cannot see it.

2. For complex images such as a chart, map or other diagrams, ALT text can be supplemented by extended text descriptions. Charts should also be designed to be understandable in black and white.

3. For math equations, follow guidelines for creating MathML compatible formats for math equations.

4. If your content includes an animation, make sure that it's necessary for the content and that the flicker rate is lower than 2 Hz (Hertz) and greater than 55 Hz – animations within these frequencies may trigger epileptic seizures.

5. **Avoid autoplay for videos and animations** over five seconds. Moving content can be disorienting for users with certain types of cognitive disorders.

6. Video and audio files should be captioned/transcribed for those who cannot hear the content.

7. If you want to upload a PowerPoint file, then make sure the color scheme has sufficient contrast, all graphics are labeled and all audio is transcribed.

Canvas accessibility checker

Canvas has an accessibility checker in its rich text editor. This can be a helpful tool for checking to see if your materials are usable by learners with common usage needs (low vision, e.g.).

Information comes from the Accessibility Office at Penn State