Canvas Course Accessibility Checklist

This checklist is designed to assist faculty in determining whether their materials within Canvas are accessible to all learners. Please keep in mind that this is **not** an all-inclusive list. Please contact ATRC if you have any questions along the way.

Naming Conventions

☐ I have used text that can be understood out of context (e.g. I have avoided terms like "click here", "select this", "on the left", "see right, below, above etc.").

☐ I have informed users of any unique content linking features such as pop-ups, dialog boxes, additional windows by including this information with any links.

☐ I have clearly named all resource files and named links to the files are consistent with any reference to them in other parts of the course such as the syllabus, calendars, activities, and announcements.

☐ I have avoided abbreviations where and whenever possible.

☐ I have used specific file naming such as "Assignment Module 1" instead of generics such as "Weekly Assignment".

Accessibility – Canvas Content

☐ Heading Styles:
I have consistently used heading styles (i.e. Heading 2, Heading 3, etc.).

☐ Lists
I have created lists using the Bullet or Numbered List tool in the rich text editor.

☐ Links
I have links that are descriptive, and avoid redundancy; links avoid using non-descriptive phrases; and underlining is only used to denote active hyperlinks.

☐ Tables
I have table cells designated as row and/or column headers allow screen readers to read table cells in the correct order.

☐ Color Contrast
I have sufficient color contrast between foreground and background. I have used the WAVE Browser Extension to verify.

☐ Color and meaning
I have made sure that visual elements (color, bolding, all caps) are not used as the **sole** way to convey importance or meaning.

☐ Images
I have every image within Canvas uses descriptive alternative text that includes any text visible in the image, does not use phrases such as "image of" or "picture of", and uses decorative check-box if the image is purely decorative.

Accessible Canvas Content Resources:
- [Canvas Accessibility Checker](#)
- [Math Editor](#)
- [Inserting Links using the Content Selector](#)
- [Images and Alt Text](#)
- [Accessible Tables](#)
- [Adding and Modifying Text](#) (Pasting, Lists, and Headers)
- [WAVE Browser Extension for Chrome and Firefox](#)

Accessibility – Files

☐ Heading Styles:
I have consistently used heading styles (i.e. Heading 2, Heading 3, etc.).

☐ Lists
I have created lists using the Bullet or Numbered List tool.

☐ Links
I have created links are descriptive, and avoid redundancy; links avoid using non-descriptive phrases; and underlining is only used to denote active hyperlinks.

☐ Tables
I have table cells designated as row and/or column headers allow screen readers to read table cells in the correct order.

☐ Color Contrast
I have sufficient color contrast between foreground and background. I have tested all colors used with the [WebAIM Color Contrast Checker.](#)

☐ Color and meaning
I have visual elements (color, bolding, all caps) are not used as the **sole** way to convey importance or meaning.

☐ Images
I have every image uses descriptive alternative text that includes any text visible in the image, does not use phrases such as "image of" or "picture of", and uses "" if the image is purely decorative.

☐ Digital Reading Order
I have the reading order correctly set so that content is presented in the proper sequence to screen readers and other assistive technologies.

☐ Digital Presentations
I have made sure that every slide has a unique title, reading order is properly set (slides use pre-set layouts), and all images/charts include alternative text. All text is visible in Outline View so that it can be read by assistive technology.

☐ Accessibility Check
I have made sure that all files pass the Accessibility Check with no substantial errors.

☐ Spreadsheets
I have spreadsheets that include labels for the rows and columns, detailed labels for any charts, and is accompanied by a textual description of the spreadsheet, drawing attention to key cells, trends, and totals.

Accessible Files Resources:

- Microsoft Word Accessibility Guidelines
- Microsoft PowerPoint Accessibility Guidelines
- Microsoft Accessibility Checker
- Acrobat Accessibility Guidelines
- Acrobat Accessibility Checker

Accessibility – Multimedia

☐ Audio and Video
I have accurate transcripts are included for audio, closed captioning for video, and narrative descriptions are available when possible.

☐ Live Broadcast
I have included a means for displaying synchronized captions during live broadcasts.

☐ Auto-Play
I have multimedia set to not auto-play.

☐ Flashing Content
I have multimedia (including gifs and images) that do not blink or strobe.

Accessible Multimedia Resources:

- Streaming Media
- 3C Media On Demand Services

Accessibility – Accommodation

☐ Instructional Materials Inventory
I have an Instructional Material Inventory of each inherently inaccessible learning object is provided with a plan that has been reviewed and approved by the DSPS office for accommodating students with disabilities.

Accessible Accommodation Resource:

- Instructional Material Inventory