OEI Accessibility Checklist

# Heading Styles

Heading styles are consistently used to aid navigation through the course when using assistive technology. Heading levels (Heading 1, Heading 2, etc.) are used in correct order. Fonts, colors, and formats (bold, italics, etc.) are not used in lieu of heading styles.

## Applies to:

* Canvas Content
* Documents (e.g., MS Word)
* PDFs
* Digital Presentations
* Spreadsheets

# Lists

Lists are created using the bullet or numbered list tool instead of being formatted manually so that lists are recognized when using a screen reader.

## Applies to:

* Canvas Content
* Documents (e.g., MS Word)
* PDFs
* Digital Presentations
* Spreadsheets

# Links

Links are identified with meaningful and unique text in place of displaying the URL.

## Applies to:

* Canvas Content
* Documents (e.g., MS Word)
* PDFs
* Digital Presentations
* Spreadsheets

# Tables

Column and/or row header cells are designated so that screen readers can read table cells in the correct order. A table caption is included for more complex tables.

## Applies to:

* Canvas Content
* Documents (e.g., MS Word)
* PDFs
* Digital Presentations
* Spreadsheets

# Color Contrast

There is sufficient color contrast between the foreground text and background to avoid difficulties for students with low vision.

## Applies to:

* Canvas Content
* Documents (e.g., MS Word)
* PDFs
* Digital Presentations
* Spreadsheets

# Color and Meaning

Color is not used as the only means of conveying information, adding emphasis, indicting action, or otherwise distinguishing a visual element.

## Applies to:

* Canvas Content
* Documents (e.g., MS Word)
* PDFs
* Digital Presentations
* Spreadsheets

# Images

All images have appropriate alternative text, either explaining instructional value or indicating the image is decorative. Alternative text does not contain “image of”, “picture of” or file extension (e.g., “.jpg”).

## Applies to:

* Canvas Content
* Documents (e.g., MS Word)
* PDFs
* Digital Presentations

# Reading Order

Reading order is correctly set so that content is presented in the proper sequence when using screen readers and other assistive technologies.

## Applies to:

* Documents (e.g., MS Word)
* PDFs
* Digital Presentations

# Slides

Slides are created using built-in accessible slide layouts with each slide having a unique title. All text is visible in Outline View to be sure that it can be read by assistive technology.

## Applies to:

* Digital Presentations

# Spreadsheets

Spreadsheets include labels for the rows and columns, detailed labels for charts, and are accompanied by textual descriptions that draw attention to key cells, trends, and totals.

## Applies to:

* Spreadsheets