

Accessibility Checklist

General

- Accessibility policies or accommodation statements state that services and accommodations are available for learners with disabilities and inform the learner how such services may be obtained.
- Underline is only used for hyperlinks.
- Link names are descriptive, meaningful, and representative of the content. Generic phrases such as “Click Here” or “Read More” are not used.
- All links work properly.
- Use the Accessibility Checker built into Pilot.
- Use word notifications to emphasize content, such as “NOTE:” or “IMPORTANT:”. This is to accommodate people who have color blindness, as well as those who have low vision.
- Consistent layout and design are used throughout, making navigation easy to follow.
- Long documents contain a table of context.
- Naming conventions are consistent across the course.
- Spelling, grammar, and punctuation errors are minimal.
- Definitions are provided for unusual words or phrases, including jargon, abbreviations, or idioms.
- Learners are notified of any limitations, such as the need for specific browsers or high bandwidth requirements.
- If applicable, Third-Party Content is accessible.

Audio/Visual Materials

- All audio and video content includes closed captions. Enable closed captioning on YouTube or other hosting sites referenced.
- Captions are at least 99% accurate. Auto-generated captions are reviewed for accuracy.
- Audio-only content such as slides with narration, podcasts, or audio recordings of speech includes a text transcript on the same web page.
- Longer videos are broken into segments of less than 20 minutes, ideally 6 to 9-minute segments.
- Images have alt text. For printed handouts, detailed text descriptions should be placed directly above or below images.
- Decorative images are marked as such.
- Auto-play is not used. Students control the timing of content changes.

Documents

- Printed documents and digital versions uploaded to Pilot.

- Enable text to be resized. Resizable text is a default feature in Microsoft Office.
- White space or negative space is used around content to help increase comprehension and reduce eye fatigue that occurs with large blocks of text, multiple images, or embedded media.
- No decorative fonts for content. Recommended fonts:
 - Arial
 - Verdana
 - Tahoma
 - Calibri
 - Times New Roman
 - Helvetica
- 11-12pt font is recommended for standard text. Never drop below 8pt font.
- Tables in documents are set up as text and not embedded as images.
- PDFs that contain text are not image scans; any text contained in PDFs is selectable and searchable.
- Students may require printed documents in other formats, such as large print or braille. The Technology Center in the Office of Disability Services supports these requests.
<https://www.wright.edu/disability-services/technology-support-for-students>

Color and Contrast

- Readable color contrast for all text. Simple black-on-white is recommended.
- Decorative accents are fine, but information should be equally clear in black and white as with color.
- Color is not used as the only visual means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.
- PowerPoints have accessible color contrast. These PowerPoint themes meet minimum standards: Gallery, Ion, Ion Boardroom, Retrospect, Wisp, Dividend, Mesh, Slate, and Damask.
- Graphs and charts contain shapes, patterns, and textures allowing people with color blindness to be able to differentiate between the various items of information.

Structure

- Word and PDF documents have proper heading hierarchy and clear structure. Creating a relevant hierarchy of headings will greatly help disabled students to comprehend and navigate.
- Heading and body styles are consistent throughout the course.
- Larger, italicized and/or bolder text is not used in place of headings or subheadings.
- PowerPoint slides use unique slide titles. People with low vision who utilize screen reader applications rely on a list of slide titles to navigate the presentation. If more than one slide has the same title, it creates problems and confusion. If more than one slide covers the same topic, it's best to add numbering to the title.

- Tables have titles, including a heading or table caption, and are formatted using row and column headers. Tables have captions, alt-text, or alt attributes-tags, and are formatted so that headings repeat.
- Merged cells are not used, as they cannot be matched with the relevant row and column headers.

Recommendation

- Offer material in multiple formats. Upload the digital version of documents and PowerPoints to Pilot.

This checklist is based on instructional design best practices, QM, and WCAG requirements.

