



## Accessible Content Checklists

Use the following questions to measure the accessibility of documents, presentations, and Audio/Video content. If you answer 'no' to any of the questions below, take steps to remediate the issue.

### Documents

1. Is important content indicated by more than color or underlining?
  - a. Do you use the styles bar, italics, or bold to distinguish important words or content?
2. Do all figures have Alternative Descriptive Text?
  - a. This includes memes, images, charts, graphs and other visual elements. Alternative Descriptive Text does not include describing the figure within the document.
3. Are all tables and charts made using the 'add a table' tool?
  - a. Did you 'insert' graphs and charts rather than include 'snips' or screenshots?
4. Is the font clear and sized appropriately?
  - a. Do you use a simple, easy to read font at size 11 or higher?
  - b. Is there a high contrast between the text and the background color?
5. Are bullets appropriately numbered?
  - a. Did you use the bullet/numbering settings?
  - b. Does each separate list start with the number 1?

### Presentations:

1. Do you describe all the material on your slide?
  - a. Is the content on each slide fully explained within the slide or in the speaker notes?
2. Is important text indicated by more than color?
  - a. Do you use the styles bar, italics, or bold to distinguish important words or content?
3. Do all images have Alternative or Descriptive Text?
  - a. This includes memes, images, charts, graphs and other visual elements. Alternative Descriptive Text does not include describing the figure within the document.
4. Will the presentation be provided elsewhere (i.e. Microsoft Teams or Blackboard)?
  - a. Is the file saved in a way that can be uploaded or linked for later reference?
5. Do all the presentation slides have unique titles?
  - a. Do you use variants like "Cont." or "1/3" to separate slides covering the same topic/concept?
6. Is the presentation font clear and sized appropriately?



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- a. Do you use a simple, easy to read font at size 11 or higher?
- b. Is there a high contrast between the text and the background color?
7. Are bullets appropriately numbered in presentations?
  - a. Did you use the bullet/numbering settings?
  - b. Does each separate list start with the number 1?
8. Are Transitions and Animations unobtrusive?
  - a. Do the transitions and animations add style and variety without overshadowing or drawing attention away from the content?
  - b. Do transitions and animations cause a flash effect?

**Audio Video:**

1. Are all multimedia materials essential to the course?
  - a. Do all audio and video materials contribute to the learning or content in a valuable way?
2. Do all videos have high contrast to read captions?
  - a. Are the captions easy to see against the background?
3. Are videos provided in an accessible media player?
  - a. Did you use embed codes or direct links from sources like YouTube and Yuja?
4. Are captions and transcripts provided for all clips, podcasts, and videos?
  - a. Do all videos have accompanying captions with at least 95% accuracy?
  - b. Do all audio materials have accompanying transcripts with at least 95% accuracy?
5. Are videos provided in a uniform format?
  - a. Are all videos presented in the same manner (i.e. links or embedded)?
  - b. Are all files saved in the same format (e.g. mp4)?

If you answered 'no' to any of these questions: your material most likely needs remediation. Don't panic. Partially accessible is always better than inaccessible. Use the questions you answered 'no' as starting points for remediation. If you are unsure how to correct an issue, check out the additional resources, or attend a training/workshop.

If you answered yes to all the questions: Congratulations! You have accessible materials! Use these checklists as you make new materials to be sure that all new content is produced with accessibility in mind.