



Web-Based Course Content Accessibility Checklist

For detailed instructions and help in resolving any accessibility issues found when evaluating your web-based course content, visit the [AccessLearning blog](http://blog.umd.edu/accesslearning/) at <http://blog.umd.edu/accesslearning/> or email us at AccessLearning@umd.edu

Content	Yes	No	Comments
Summary Course Information			
Syllabus includes statement regarding support for students with disabilities (UMD Disability Support Service information at http://www.counseling.umd.edu/DSS/)			
Syllabus is provided in Microsoft Word format for increased accessibility.			
Textbook information has been posted on line for students to see at least 6 weeks before start of the semester.			
Textbook ISBN (International Standard Book Number) is included in the syllabus.			
Textbooks are available at the library reserves desk.			
ELMS Course Space (Canvas)			
Design Tool Accessibility Checker			
Canvas Design Tool used to verify accessibility of Headings, Images, and Descriptive Links. Specific directions for using the Canvas Design Tool.			
Text			
Text created with Rich Text Editor is formatted using drop-down Paragraph menu. Specific directions on using Rich Text Editor drop-down menu.			
Use of color is limited, and color combinations provide sufficient contrast.			
Abbreviations and acronyms are spelled out.			
Hyperlinks			
Hypertext links provide a clear description of the destination.			

Content	Yes	No	Comments
Images			
"Alt text" or long descriptions are provided for all images.			
For more complex images, longer description is included in the surrounding text on the page.			
Video and Audio			
Captions or transcripts are provided for every video.			
Transcripts are provided for podcasts and audio clips.			
Color			
There is adequate contrast between text and background.			
Color is not used as means of conveying information/ differentiation of information.			
Tables			
Row and column headers are identified.			
Downloadable Documents			
Sans serif fonts used in all downloadable documents (Arial, Calibri, etc.)			
Microsoft Word			
Microsoft Word documents are created using preset Styles rather than fonts for screen reader assistive technology access. Specific directions on using Microsoft Word preset styles.			
PDF			
PDF documents include tags for screen reader assistive technology access. Specific instruction on PDF tags.			
PowerPoint			
All PowerPoint slides have unique titles for screen reader assistive technology access, checked by using the Outline View. Specific directions on PowerPoint titles.			
Slides have simple layouts.			
Slides do not use transitions or timed functions.			