

ACCESSIBILITY CHECKLIST

Checklist Information

- ☐ Please visit the [Accessibility Checklist page](#) for the most recent version.
- ☐ This checklist was last updated on April 30, 2025.

Preparing for Accommodations

- ☐ I have planned to adjust response time if needed per a letter of accommodation for any timed actions (such as quizzes).
- ☐ I have chosen materials from publishers, websites, journals, and other media repositories that are accessible.

Text Formatting, Writing Style, and Document Structure

- ☐ Text uses the preset “styles” to apply headers in documents and pages created in Canvas or Word
- ☐ Text uses consistent style types, headings, sizes, and orientations throughout the course (hint: consider using the preset “Styles” feature for both plain text and headings)
- ☐ Ornate fonts are not used (hint: use sans serif fonts like Veranda and Arial)
- ☐ No fonts are smaller than 12-point font.
- ☐ Color and highlighting are not the only means of providing information, **important words** are also bolded when necessary.
- ☐ Acronyms and abbreviations are spelled out the first time they are used (screen readers pronounce these as single words)
- ☐ All Word documents have been made accessible
- ☐ Word files have only been saved as PDFs when necessary

- ☐ Scanned PDFs have been OCR'd (i.e. all words can be individually highlighted with a cursor). When in doubt, content should be made into Canvas content whenever possible.
- ☐ Links have meaningful descriptive text (hint: use "Insert Hyperlink" feature for "K-State Homepage" rather than <https://k-state.edu>).

Audio and Video

- ☐ Video files you have created have been put into Mediasite (K-State's licensed video management tool) and the automatic captions have been edited for spelling, grammar, and mechanics.
- ☐ If external videos are necessary (e.g. YouTube, Vimeo), they have been selected to include high quality captions that are accurate and free of errors.
- ☐ Written transcripts have been provided for all audio-only files
- ☐ When visual information is critical to comprehension and is not described in the narration of a video, audio or textual descriptions have been added to the files in Mediasite
- ☐ Flickering text, animations, and gifs are not used

Images, Charts, and Visual Elements

- ☐ ALT tags (alternative text) has been added to all visual elements including charts, graphs, mathematical/scientific notations, images, figures, etc. If the image is only decorative, it has been marked as such.
- ☐ Extended descriptions have been provided for all complex images, including charts, graphs, mathematical/scientific notation, figures, etc. in the text above the content.
- ☐ Color combinations provide sufficient contrast between foreground and background.

Tables and Spreadsheets

- ☐ All tables have row and column headings.
- ☐ Tables have no empty cells (hint: use "n/a" when necessary)
- ☐ Tables are free of merged cells as screen readers are not able to make sense of these.
- ☐ Excel worksheets are appropriately labelled (not just Sheet 1 or Sheet 2)

PowerPoint

- ☐ PowerPoint slides have simple layouts and avoid busy, themed backgrounds. Slides use the slide layout format provided in the software.
- ☐ The content of the slides has been organized in a logical structure.
- ☐ The slide deck has been reviewed for accessibility and the reading order set.
- ☐ Narrated PowerPoint presentations have been put into Mediasite and automatic captions have been edited.