Accessibility Checklist

CHECKLIST INFORMATION

☐ Please visit the [Accessibility Checklist page](https://www.k-state.edu/academic-affairs/academic-innovation-center/program-management/instructional-design/accessibility/checklist) for the most recent version.

☐ This checklist was last updated on Feb. 28, 2025.

Before the course begins

☐ I have listed the required [Statement Regarding Students with Disabilities](https://www.k-state.edu/provost/resources/teaching/course.html) on my syllabus.

☐ I have selected course textbooks following the university textbook adoption timeline.

☐ I have provided the students with course textbook/media requirements before the class starts.

☐ I have included the textbook ISBN number and edition to be used. If electronic copies are mentioned, I have ensured they correspond to the paper version.

☐ I have chosen materials from publishers and journals that provide accessible digital content, when possible.

1. Learning management system

☐ I have provided a syllabus in a text format either in the Canvas Syllabus tab or as a linked document.

☐ I have included meaningful descriptive text for links on Canvas (hint: hyperlink “K-State Homepage” rather than “https://www.k-state.edu”).

☐ I have planned to [adjust response time](https://community.canvaslms.com/docs/DOC-26214-4152276279) if needed per a letter of accommodation for any timed actions (such as quizzes).

☐ I have ensured consistency of type styles, sizes, and orientations throughout the course (hint: consider using the preset “Styles” feature for both plain text and headings).

☐ I have used color combinations that provide sufficient contrast between foreground and background.

☐ I have avoided flickering texts or animations.

☐ I have provided appropriate headers and data call designations for HTML table-based layouts.

☐ I have spelled out acronyms and abbreviations (screen readers pronounce these as single words).

1. Auditory and visual content
2. Text Formatting and Document Structure

☐ I have used the preset “Styles” feature in Word or Canvas Pages to apply headers to all documents.

☐ I have not used ornate fonts (hint: use sans serif fonts such as Verdana).

☐ I have ensured no fonts are smaller than 12-point font.

☐ I have created a table of contents for documents over six pages in length (hint: use “References” tab in Word).

☐ I have made all Word documents accessible before converting to PDF (Portable Document Format).

☐ I have ensured all words in a PDF can be individually highlighted with my cursor (i.e., the text will not be read as a picture; when in doubt, create a text-only HTML version of the content).

☐ I have added all hyperlinks using the “Insert Hyperlink” feature and spelled out all hyperlinks in the text.

1. Audio and Video

☐ I have embedded video files into Mediasite or YouTube.

☐ I have provided captioning or written transcripts for all video or audio files.

☐ I have included a description of events or images for videos with visual information critical to comprehension.

1. Images, Charts, and Visual Elements

☐ I have used ALT (Alternative Text) tags on all visual elements including charts, graphs, mathematical/scientific notation, images, figures, etc. (hint: right click on image, select “Format Picture,” and click on “Alt Text”). If the image is only decorative, I have marked it as such.

☐ I have provided extended text descriptions for all complex images, including charts, graphs, mathematical/scientific notation, figures, etc.

☐ I have ensured color and highlighting are not the only means of providing information.

4) Tables, Spreadsheets

☐ I have ensured all tables have row and column headings.

☐ I have ensured all tables have clear labels for rows and columns and no empty cells.st

☐ I have appropriately labelled Excel worksheets (not just Sheet 1 or Sheet 2).

5) PowerPoint

☐ I have designed all PowerPoint slides to have simple layouts and avoided busy, themed backgrounds. I have designed slides with a slide layout format provided in the software.

☐ I have organized the content of PowerPoint slides in a logical structure.

☐ I have not used PowerPoint slide transitions or automatic timing.

☐ I have used fonts for PowerPoint slides that are larger than 14-point and are sans serif (such as Verdana).

☐ I have used color combinations in PowerPoint presentations that provide sufficient contrast between foreground and background. Checklist

☐ I have provided closed captioning or a transcript for narrated PowerPoint presentations.