

Accessible Web Content Checklist Quick Guide

You can self-evaluate the content of your course using this form. Web content includes the Blackboard items or pages you created using the content editor, but not any attached files.

1. Enter Y (yes), N (no), P (partially), or NA (not applicable) in the column labeled "Criterion Met."
2. Enter the points earned in the Total row:
 - Yes - 1 point
 - Not Applicable – 1 point
 - Partially – 0.5 point
 - No – 0 points

Criterion Met?	Criteria
Uses Accessible Technologies: QM GS 8.1	
	Provide closed-captioning and/or transcripts of audio and video media.
	Includes accessibility instructions for inaccessible content.
	Documentation stating the degree of accessibility of any content.
Contains Equivalent Alternatives: QM GS 8.2	
	Audio lectures have text transcripts.
	Video clips use closed captioning and/or have available text transcripts.
	Describe images and video with alternative text ("alt text").
	Statement with media explaining how to seek accommodation
	Check that files and images display and open properly.
Design Facilitates Readability: QM GS 8.3	
	Use the Content Editor functions to create tags that indicate the structural hierarchy of the text (i.e. levels of headings, ordered and unordered lists).
	Reserve underlined text to indicate links.
	Use meaningful hyperlink text rather than the URL or "click here."
	Use fonts that are easy to read on the web.
	Use consistent font types and sizes.
Accommodates Assistive Technologies: QM GS 8.4	
	Use tables to organize and present data rather than to format page layout.
	Provide multiple file types that are accessible through mobile devices (File type +PDF).
	Verify that links work correctly and open the correct target.
	Set links to open in a new window.
	Use accessible ordered and unordered lists appropriately.
	Navigation is streamlined
Checklist	
	Total
	*Based on QM Rubric GS 8: 1-4 2011-2013 Edition

Provide Accessible Material and Media

- **Offer handouts, slides, and other material in accessible formats.**
 - Electronic formats such as HTML (that is, web page format) and RTF are often the most flexible to meet different people's needs. Participants might need material in alternative formats such as large print or braille; however, if they get the material in advance electronically, they might not need it in hard copy at all.
- **Ensure slides, handouts, and other electronic material for participants is accessible.**
 - For example, provide alternative text for images and mark up headings. HTML material, such as a conference website, should meet [WCAG 2.0](#), at least Level AA. ([Preparing Slides and Projected Material](#) below has details for speakers. Some other resources are listed under [For More Information](#) below.)
- **Make media fully accessible — including audio and video used in sessions, and recordings of sessions provided afterwards.**
 - For example, provide captions and/or transcripts as appropriate for audio, and provide audio description for videos as needed. [Guidelines for media on the web](#) is available in [WCAG 2.0](#); it includes specific guidance such as [providing an alternative for audio-only content](#) (like podcasts).

Preparing Slides and Projected Materials

- **Make text and important visuals big enough to be read even from the back of the room.**
 - This includes graphics on slides, videos, posters, and other non-electronic material.
- **Use an easy-to-read font face.**
 - Simple fonts with consistent thickness are often easier to read from a distance (as opposed to fonts where parts of the letters are thin, like Times New Roman). Avoid fancy fonts that are difficult to read.
- **Use sufficient color contrast.**
 - [Color contrast guidelines](#) and [evaluation tools](#) for web pages might be helpful to determine sufficient contrast (although the medium is different because those guidelines are specifically for web pages).
Use appropriate background and text colors. Some suggest when presenting in a light room to display dark text on a light background. When presenting in a darkened room to display light text on a dark background, and ensure that the weight of text is sufficient (for example, bold).
- **Make provided material accessible.**
 - If you are giving participants material, make it accessible. See [provide accessible material](#) above. An [example of presentation material provided in both presentation format and web format \(HTML and CSS\)](#) is linked from the top of the page after "The Benefits of WCAG 2 presentation is available in 2 formats:".