Digital ACCESS Checklist

Creating Accessible Course Documents in Canvas

# This is a shape of an checkmark inside a box. It refers to a new guideline or header for the digital ACCESS Checklist. Content Structure and Styles

Conveys context and relationships among content areas

* Titles. Canvas pages and Word documents have a descriptive title.
* Headings. Properly styled headings follow a logical order. A single “H1” heading indicates the page topic, followed by “H2” headings for secondary sections, then “H3.”
* Lists. Bulleted and numbered lists are used appropriately.

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Visually distinct from other text content using different color and underline

* The Inline hyperlinked text describes the link.
* Avoid “click here” or “read more” and other non-descriptive link language.
* Avoid using the web address as the hyperlink.
* Links within a body of text are clearly identifiable visually. In addition to color, links are underlined to distinguish them from non-linking text.

# This is a shape of an checkmark inside a box. It refers to a new guideline or header for the digital ACCESS Checklist. Appropriate Color Use with Adequate Contrast

Color has good contrast and communicates clearly

* Color contrast. Formatting complies with internationally recognized [Web Content Accessibility Guidelines](https://webaim.org/resources/contrastchecker/) color contrast ratios. Applies to text and graphics with text elements.
* Color not used exclusively to convey meaning. If color is used to convey something meaningful, another non-color indicator conveys that same information. For example, Required is highlighted in red. Add an icon or image with alt text that coveys Required.

# This is a shape of an checkmark inside a box. It refers to a new guideline or header for the digital ACCESS Checklist. Alternative Text for Images and Charts

Non-text elements have appropriate descriptions for screen readers

* Use alternative text for images. Chart descriptions include relevant information or key take-a-ways.
* Descriptions should provide non-sighted users with the same relevant information provided to a sighted user.
* How would you describe the image or chart and its content? The subject? The setting? The Actions or interactions?