

IIC Course Accessibility Checklist

| Yes | Course Checklist | Learn More |
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| 1 | Do all images and graphics have alternative text descriptions (ALT text) or captions? | See Microsoft alt text , or Complex Images/Charts |
| 2 | Do all audio files have transcripts available? Do all videos have closed captioning ? | See transcripts and captions . |
| 3 | Are all Word, PDF, and PowerPoint documents accessible? | See creating accessible PDF documents . (Video) |
| 4 | Are all documents and course materials properly formatted with heading levels for organization and structure? | See Creating headings in Canvas |
| 5 | Are all lists auto-formatted and not manually created? | See lists in MS Office and PSU websites . |
| 6 | Do all hyperlinks make sense out of context? (NO "click Here." No unreadable links : https://support.office.com/en-us/article/Make-your-Word-documents-accessible-d9bf3683-87ac-47ea-b91a-78dcacb3c66d#bkmk_winbulletlists) | See Meaningful link text . |
| 7 | Do all tables have headers and proper reading order? | See table headers . |
| 8 | Have you avoided using color alone to convey meaning? | See color blindness and color coding . |
| 9 | Is sufficient color contrast used? | See contrast . |
| 10 | Are all software applications and publisher's materials accessible? | See ask publishers regarding accessibility . |
| 11 | Are all math symbols and science equations accessible? | See making math and STEM content accessible . |
| 12 | Are all external websites that are referenced accessible? | See WAVE accessibility checker . |