



Accessibility Checklist

Creating accessible course materials does not only help students with disabilities. Accessible course content makes reading and accessing your course materials easier for everyone. Here are a few low effort adjustments you can make to start creating more accessible content.

- Use a font size of at least 12px.
 - at least 9pt font in Microsoft Word
- Ensure that there is sufficient contrast between text and background.
 - [The Paciello Group Contrast Analyzer](#) is a great tool.
- Ensure that proper heading styles are used.
 - Heading 1 for document titles
 - Heading 2 for subtitles, etc.
- Ensure that a logical heading structure is used.
 - Example: Do not skip from Heading 1 to Heading 3
 - Try not to exceed 6 levels
- Ensure that images have an alternative description that can convey the full meaning of the image.
 - Just a few sentences of alternative text are enough.
- Ensure that tables are used for tabular data only.
 - Do not use tables simply for visual layouts
- Ensure that all tables have column headings.
 - Column headings improve how students navigate tables, especially if they use a screen reader.
- Ensure that all lists use built-in list functionality.
 - The list function allows students with screen readers to recognize items are in a list.
- Ensure that all links have text that describes the target.
 - Links should make sense if read out of context
- Ensure that built-in PowerPoint slide templates are used.
 - Slide templates will ensure information on the slides have the correct heading structure and reading order
- Don't use scanned PDFs.
 - Text on Scanned PDFs is not recognized by screen readers.
- Ensure that all PDFs are tagged.
 - Tagged PDFs provide the document's structure and reading order