

## Online Content Accessibility Checklist

✓	Accessibility Requirement	Description
	Alternative Text for Images	All images within a course must have an Alternative Text or "Alt Tag." The Alt Tag allows screen reading software to "read" a description of the image to visually impaired students. Alt Tags should be as descriptive as possible.
	Video Captioning	All video content in a course must be correctly captioned. This includes instructor made videos, as well as pre-existing videos. Instructors are responsible for ensuring that existing videos are correctly captioned.
	Audio Transcription	All audio content containing spoken word must have a transcript available on the same content page as the audio file.
	Meaningful Links	Any course links or linked text should be descriptive and make sense out of context, explains what the destination of the link will be, uses keywords rather than verbs, and avoids using "Click Here" or other types of verbiage.
	Heading Styles & Formatting	Headings and formatting must be done with the provided Rich Content Editor toolbar. This will allow screen reading software to properly identify headings and text, and allow searchability for visually impaired students.
	Table Captions & Headings	Tables should contain headings using the provided heading styles and formatting. Tables should also be captioned to explain what the table contains.
	Color Usage	Color usage in content can enhance and make content more visually pleasing and convey importance. It is important when using color to provide sufficient contrast and avoid conveying meaning by color alone.