

Baker College Accessibility Checklist

About Accessibility

[The Americans with Disabilities Act](#) (ADA) is a federal civil rights law that prohibits discrimination against people with disabilities in everyday activities. Baker College believes in providing an equal education for all students. The College believes in providing accessible materials to all students, staff, and faculty. It is required that you develop and set up all Canvas courses, course materials, and internal and external communications with ADA guidelines in mind to ensure your course/document/communication is accessible to all.

Please use the following checklist to review your course materials, Canvas updates, forms, emails, communication, etc. to ensure that all are accessible (faculty - any materials as well as Canvas itself, will load as 100% accessible, this only applies to documents, materials, Canvas content added after your course section(s) load).

Overview

- Section 1: Documents
- Section 2: Canvas
- Section 3: Multimedia

Section 1: Documents

Item	Accessibility Guideline	Meets Guideline	Does Not Meet Guideline
1.1	<p>Use of Headings</p> <ul style="list-style-type: none">● Heading levels should be used in all documents (MS Word, PowerPoint, Google Docs, etc.)● Proper heading structure tell screen readers and other adaptive technologies how the document should be read<ul style="list-style-type: none">○ View a list of all headings on a page○ You can more easily jump from one heading to another● Pages are structured in a hierarchical order<ul style="list-style-type: none">○ Heading 1: title○ Heading 2: major section○ Heading 3: sub-section of major section (Heading 2), and so on	<input type="checkbox"/>	<input type="checkbox"/>

1.2	<p>Contrast & Color</p> <ul style="list-style-type: none"> • There should be a clear contrast between the background and the text in a document. Think white text on a black background or black text on a white background. • The following color contrast checker can be used to determine if the color contrast used in a document is accessible: WebAIM Contrast Checker <ul style="list-style-type: none"> ◦ WCAG 2.0 level AA requires a minimal contrast ratio of 4.5:1 • Do not rely on color alone for emphasis (this includes highlighting as well). You can also make text bold or italicized. 	<input type="checkbox"/>	<input type="checkbox"/>
1.3	<p>Font</p> <ul style="list-style-type: none"> • All fonts should be basic, simple, and sans-serif <ul style="list-style-type: none"> ◦ Ex. Calibri, Ariel, Verdana, etc. • Avoid using all CAPS. Screen readers will not read capitalized letters as a complete word, they will read them as individual letters. This can be very confusing for those relying on adaptive technologies. • Do not use underlining for emphasis. It should only be used for hyperlinks • Font size should be no smaller than 10pt (12pt is best practice) 	<input type="checkbox"/>	<input type="checkbox"/>
1.4	<p>List Styles (bulleted or numbered lists)</p> <ul style="list-style-type: none"> • Always use bulleted or numbered lists to denote list structure. Do not use extra spaces, tabs, or tables when creating lists (ex. quiz questions) in documents 	<input type="checkbox"/>	<input type="checkbox"/>
1.5	<p>Alternative Text/Images</p> <ul style="list-style-type: none"> • All images, graphics, charts, etc. will need to have alternative text (ALT text). <ul style="list-style-type: none"> ◦ For more information on how to create appropriate ALT text, click on the following link: WebAIM Alternative Text 	<input type="checkbox"/>	<input type="checkbox"/>
1.6	<p>Tables</p> <ul style="list-style-type: none"> • All tables should have a column and row header (you will need to set this manually) • All tables will also need ALT text added describing what the table is about • Keep tables simple! Avoid empty and merged cells 	<input type="checkbox"/>	<input type="checkbox"/>

1.7	<p>Accessibility Checkers</p> <ul style="list-style-type: none"> Most programs have their own accessibility checker. This can be used during the creation of a document or run at the end, but it should always be used to verify that a document is accessible! The following commonly used programs have accessibility checkers: <ul style="list-style-type: none"> MS Word MS PowerPoint MS Excel Google Docs (Grackle add-on) Adobe Acrobat (PDFs) FoxIt 	<input type="checkbox"/>	<input type="checkbox"/>
1.8	<p>PowerPoint Specifics</p> <ul style="list-style-type: none"> Each slide needs its own unique name for the Title Verify that content on each slide is in the correct reading order <ul style="list-style-type: none"> Home tab> Arrange> Selection Pane (order should be from top to bottom) Run the accessibility checker! 	<input type="checkbox"/>	<input type="checkbox"/>
1.9	<p>PDF Specifics</p> <ul style="list-style-type: none"> For details on determining if a PDF is accessible, click on the following link: Is This PDF Accessible? Run the accessibility checker! 	<input type="checkbox"/>	<input type="checkbox"/>

Section 2: Canvas

Item	Accessibility Guideline	Meets Guideline	Does Not Meet Guideline
2.1	<p>Documents/Materials Added</p> <ul style="list-style-type: none"> All documents/materials that you add to your course section must be accessible. See Section 1: Documents 	<input type="checkbox"/>	<input type="checkbox"/>
2.2	<p>Hyperlinks</p> <ul style="list-style-type: none"> All hyperlinks added must be descriptive. Raw hyperlinks are not accessible. The description should tell readers where they are going to end up when they click on the link <ul style="list-style-type: none"> Example: 	<input type="checkbox"/>	<input type="checkbox"/>

	<ul style="list-style-type: none"> ■ Correct: Baker College ■ Incorrect: www.baker.edu, click here, etc. ○ This includes links to videos, blogs, accrediting body websites, external tools, etc. 		
2.3	<p>Images</p> <ul style="list-style-type: none"> ● All images added to your course sections will need ALT text. For more information on ALT text, see Section 1: Documents ● This includes images added into quizzes/tests/exams within Canvas 	<input type="checkbox"/>	<input type="checkbox"/>
2.4	<p>Videos</p> <ul style="list-style-type: none"> ● All videos added to your course section will need to be accessible. For more information please see Section 3: Multimedia 	<input type="checkbox"/>	<input type="checkbox"/>

Section 3: Multimedia

Item	Accessibility Guideline	Meets Guideline	Does Not Meet Guideline
3.1	<p>Videos</p> <ul style="list-style-type: none"> ● All linked/embedded videos need to have both Closed Captioning (CC) and transcripts ● VidGrid will automatically provide CC and transcripts for all videos that you create. You will however need to review both for accuracy before linking in your course. <ul style="list-style-type: none"> ○ For instructions on how to edit CC and transcripts in Vidgrid, click on the following pre-recorded training session: Video Transcripts and CC in VidGrid 	<input type="checkbox"/>	<input type="checkbox"/>
3.2	<p>External Course Tools</p> <ul style="list-style-type: none"> ● Any external tools/simulations that you add to your course section need to be accessible. You will also want to link the accessibility policy for students when adding a tool to your course. <ul style="list-style-type: none"> ○ This does not include resources that load with your course such as XR, MyLabs, McGraw-Hill 	<input type="checkbox"/>	<input type="checkbox"/>

	Connect, Pearson, etc.		
3.3	<p>Email/Communications</p> <ul style="list-style-type: none"> • All emails and forms of communications need to be accessible whether they are sent to students, faculty, colleagues, etc. <ul style="list-style-type: none"> ○ Color should be used sparingly - see Item 1.2 for more information ○ All images/graphics will need ALT text - see Item 2.3 ○ All hyperlinks should be descriptive - see Item 2.2 • For a email accessibility checker, click on the following link: Accessible Email 	<input type="checkbox"/>	<input type="checkbox"/>