FRONT RANGE COMMUNITY COLLEGE

Inclusive Design Checklist

Inclusion: is about diversity, and ensuring involvement of everyone to the greatest extent possible. In some regions designing for inclusion is also referred to as *universal design* and *design for all*. Inclusive design is design that considers the full range of human diversity with respect to ability, language, culture, gender, age and other forms of human difference.

Organization

Is the text easy to follow?

- https://www.plainlanguage.gov/guidelines/words/use-simple-words-phrases/
- Consider scanning your materials for "this" and "that" potentially substituting vague pronouns with specific nouns.

Is language fitting for the intended audience (with abbreviations and acronyms written out at first reference)?

Front Range Community College (FRCC) is located in **Colorado** (**CO**).

Avoid using jargon without explaining the terminology.

Are Headings used in sequence?

Good structure helps make any document more understandable. It should be like an outline, with one main topic (Heading 1), subtopics (Heading 2) and sections within the subtopics (Heading 3). The size and typeface can always be modified, but the structural information should not be.

Has the language been identified?

Microsoft tools make it easy to identify the language being used. When changing languages, use the **Set Proofing Language** option. It is found under **Review**, select **Language.** You can also type "Language" into the **"Tell me what you want to do"** box. If you include a phrase in a different language, highlight that text before setting the proofing language.

In Google Docs, language is found on the **File** menu.

Can you view and use the content on different computer operating systems and via mobile phones (remember the small screen)?

Let's be aware that diversity includes how we get our information too.

Color Usage

Is there a good contrast between background and text colors? Make sure text is easily readable!

For all users to understand and read your text, there has to be sufficient contrast between the text and the background. Small text needs more contrast. Use colors that are not close to each other on the color wheel. Avoid busy images behind the text. On your desktop, use the Color Contrast Analyzer or refer to the W3C guide with specific colors that work with black and white. If the document is posted online, it is easy to use WebAIM's Contrast Checker.

For more information on creating **P**erceivable, **O**perable, **U**nderstandable and **R**obust Information see the Web Content Accessibility Guidelines (WCAG) 2.1 at w3.org/TR/WCAG2.1

Is color used to create meaning (e.g. a bar chart or an instruction to click on a blue button), and is the information understandable without color?

You may frequently see an asterisk accompanying information that uses color (Required information is in red*.) A pattern should be used for each color in a bar chart. You may notice that a subway route map has colors and shapes on each route. When you want to see if you have used color to convey information, try printing in black and white as a test.

Web Links

Do links make sense if read out of context - not "click here" or find that “here”? Are all links on websites available through use of the TAB key?

Does the link text describe where it will take you?

Links available inside of pictures that are only visual are not very useful. Make sure to replicate the link within your document or email.

Sometimes, the actual URL is best (such as when going to print), other times use the text that explains where the link will take you. Sometimes having both helps.

Are there links with the same text that go to different places?

Try to make the link text clear and descriptive. Finding many “Read More” links on a website may cause access barriers and unnecessary confusion.

Graphics and Videos

Is the information usable?

Do I need good vision or a large screen?

Do I have to be able to hear (or see) to understand?

Do I need good mobility to get to the links or to complete an exercise?

Did I remember to minimize unnecessary movement and avoid FLASHING content entirely?

Graphics

Text inside of a picture may not be usable by everyone. If you are sharing a picture of text, be sure to include the actual text as well. Use a **caption** or **repeat the actual text.**

Alt Text should convey the reason you have a graphic, but that only helps some users. You can say the image is described further in the caption. When posting a complex graphic with data and comparisons, consider a link to a further explanation or to the actual data.

HINT: Consider writing a script before creating your Video content. Look for any information that you want to include that mig

ht not be useful if you could not see or hear.
Imagine an orientation video that says,
“Over here, you will find a pot of Gold, free for the taking.”
“WHERE is Over here?”

Multi-Media

- **Are there equivalent alternatives for any multimedia presentation which are synchronized with the presentation?**
  - For video, the soundtrack should be captioned and the pertinent video information should be described. Adding a transcript that includes information about any key visual information described (description of a formula that is shown or of information in a graphic that has meaning to your video) can be very helpful and make your video more inclusive.
  - Audio only content should be captioned and transcribed.
  - All meetings should have automatic closed captioning enabled.

Multimedia / captioning

Posting your videos on YouTube or in YuJa allows for the files to be auto-captioned, then you only need to look for auto-captioning errors and edit them using the built-in editing tools.

YouTube and YuJa allow you to assign a Subtitle or Caption editor role.

You can grant access to someone who will only be able to adjust captions or subtitles. You can add another track such as in Spanish. Add or get Subtitle Editor access in YouTube Studio https://support.google.com/youtube/answer/11983512?hl=en.

Editing Captions in the Yuja Video Editor

The YuJa website has captioning instructions that cover how to edit your captions. There is also an overview video Using the Video Editor (3 minutes). One of the features in both is how to use the Captions Confidence Score, which will highlight words that may be errors.

Increase you Captions Confidence Score

Yuja Video Platform offers organizations the ability to create a custom *Auto-Captioning Dictionary* for specialized terminology, proper names and

---

HINT: Consider writing a script before creating your Video content. Look for any information that you want to include that mig

ht not be useful if you could not see or hear.
Imagine an orientation video that says,
"Over here, you will find a pot of Gold, free for the taking."
"WHERE is Over here?"

---

terms specific to your professional or educational field. (https://support.yuja.com/hc/en-us/articles/360049420953-Using-the-Auto-Captioning-Dictionary)

YuJa Tools

The YuJa website has support videos. The Auto-Captioning dictionary helps for your terminology (https://support.yuja.com/hc/en-us/articles/360049420953-Using-the-Auto-Captioning-Dictionary)

YouTube Tools

YouTube allows you to assign a Subtitle or Caption editor role. You can grant access to someone who will only be able to adjust captions or subtitles. You can add another track such as in Spanish. Add or get Subtitle Editor access in YouTube Studio https://support.google.com/youtube/answer/11983512?hl=en


Figure 1 - The Pot of Gold that's free for the taking!

HINT: Consider writing a script before creating your Video content. Look for any information that you want to include that mig

ht not be useful if you could not see or hear.
Imagine an orientation video that says,
"Over here, you will find a pot of Gold, free for the taking."
"WHERE is Over here?"
