

Course Materials Accessibility Checklist

These suggestions apply to electronically delivered materials for all course formats. For more explanation and how-to resources, please see the [WCAG Standards](#) and the [Office of Civil Rights Digital Accessibility](#) video series. This is not legal advice and does not mean your course or content is accessible per legal standards.

- Videos are closed-captioned; auto-generated closed-captioning is edited for accuracy
- Google Docs, Word Docs, and websites should utilize headings
- Underlining is only used for hyperlinks in text; use *italics* or **bold** for emphasis
- Avoid using only color to distinguish information in text
- All charts or rubrics should be compliant with text-readers (for example cells are with Table Header (TH) elements or Table Data (TD) elements, there are no merged cells, and data is entered in all chart cells even if it is a zero or written as null and put in white to make it not visible where a cell must “appear” empty)
- Embedded images in documents or images used in the course have alt-text descriptions
- Font style, color, and size are consistent throughout the course
- The contrast between font color and the background is sufficient to still be readable for individuals with limited vision
- Use clear, direct language in explanations and instructions

Other Course Considerations

- Check the accessibility statements for any apps or third-party software. Plan alternative assessments or activities that provide the same learning opportunities.
- Allow students to demonstrate learning and/or skills in a variety of ways; consider projects, video presentation, podcasts, etc. alongside papers and build flexible rubrics.
- Create welcoming spaces that allow students to be themselves and ask for help (to be vulnerable with the teacher and peers and still feel safe).