

## IIC Course Accessibility Checklist

Yes	Course Checklist	Learn More
1	Do all <b>images and graphics</b> have alternative text descriptions (ALT text) or captions?	See Microsoft <a href="#">alt text</a> , or <a href="#">Canvas Alt text Complex Images/Charts/</a>
2	Do all <b>audio files have transcripts</b> available? Do all <b>videos have closed captioning</b> ?	See <a href="#">transcripts</a> and <a href="#">captions</a> .
3	Are all <b>Word, PDF, and PowerPoint</b> documents accessible?	See <a href="#">creating accessible PDF documents. (Video)</a>
4	Are all documents and course materials properly formatted with <b>heading levels</b> for organization and structure?	See Creating <a href="#">headings in Canvas</a>
5	Are all <b>lists</b> auto-formatted and not manually created?	See lists in <a href="#">MS Office</a> and PSU <a href="#">websites</a> .
6	Do all <b>hyperlinks</b> make sense out of context? (NO "click Here." No <b>unreadable links</b> : <a href="https://support.office.com/en-us/article/Make-your-Word-documents-accessible">https://support.office.com/en-us/article/Make-your-Word-documents-accessible</a>	See <a href="#">Meaningful link text</a> .
7	Do all <b>tables</b> have headers and proper reading order?	See <a href="#">table headers</a> .
8	Have you avoided using <b>color alone</b> to convey meaning?	See <a href="#">color blindness</a> and <a href="#">color coding</a> .
9	Is <b>sufficient color</b> contrast used?	See <a href="#">contrast</a> . <a href="#">WebAIM Color Contrast Checker</a>
10	Are all software applications and <b>publisher's materials</b> accessible?	See <a href="#">ask publishers regarding accessibility</a> .
11	Are all <b>math symbols and science equations</b> accessible?	See <a href="#">making math and STEM content accessible</a> .
12	Are all <b>external websites</b> that are referenced accessible?	See <a href="#">WAVE accessibility checker</a> .

