

Content Accessibility Checklist

All institutions that use federal funds such as financial aid are required to comply with the [Section 508 of the US Rehabilitation Act](#). This Act requires institutions to comply with standards when creating course content.

The below checklist to serves as a guideline to ensure your content is accessible.

Media (Audio and Video)

Alternative text should be provided to make audio and video content accessible. Check the following:

- ┌ Text descriptions, transcripts, ALT tags and closed captioning are provided for all video content
- ┌ Text Transcripts are provided for all audio

Images, Tables and Graphs

Images

- ┌ Appropriate alt text for images, tables, and graphs with function.
- ┌ Images without function (decorative/background images) should have NO alt text
- ┌ Flickering animated graphic elements should have minimal to no use.

Tables

- ┌ Summaries are provided for data tables
- ┌ Identifying Table Headers are in place for Data tables
- ┌ Provide Long descriptions for table images

Text and Color

Text

- ┌ Standard font size and style. Bb Learn default is Arial, size 3 (12 pt.)
- ┌ Avoid Blinking or moving text
- ┌ Do not underline text in blackboard – this suggests a hyperlink to a document or external page.

Color

- ┌ Test Color Contrast
- ┌ Minimal use of color
- ┌ No use of color to emphasize points in your content. (Example: Avoid “all items in RED are required”)
- ┌ Yellow-blue or Red Green combinations should not be used

Course Layout

Menu Buttons

- └ High contrast between the text color and the background for best readability
- └ Patterned buttons should not be used
- └ Remove or hide buttons/tools that will not be used

Course Links

- └ Name course links descriptively (Avoid using click Here)
- └ Links are Underlined (linked)
- └ Links should open in a new window

Layout

- └ Appropriate use of white space
- └ Tables are not used to visually format images or text
- └ Standard Navigation used

Attachments

- └ Linked titles for documents should include the file extension (.pdf/.rft/.doc, etc.)

Applets and Plugins

- └ Provide clear instructions and links to applets and plugins
- └ If audio file requires Windows media, Flash or Shockwave, the link must be given for the download.

Testing

Blackboard offers the “Test Availability Exceptions”. This allows the instructors to make exceptions to already established settings for the test for individual students. Accommodations include; extended time or adding more attempts to the test. Find this option under the Test Options.

TEST AVAILABILITY EXCEPTIONS

*Click **Add User or Group** to search for course users and groups to add to the exception list. Timer and force completion must be enabled in the previous test availability step to enable those settings for exceptions. If you choose to use groups, you must make the group unavailable if you do not want students to see group members. Click **Remove all Exceptions** to delete all exceptions for the test.*

Add User or Group

Check Accessibility Tool

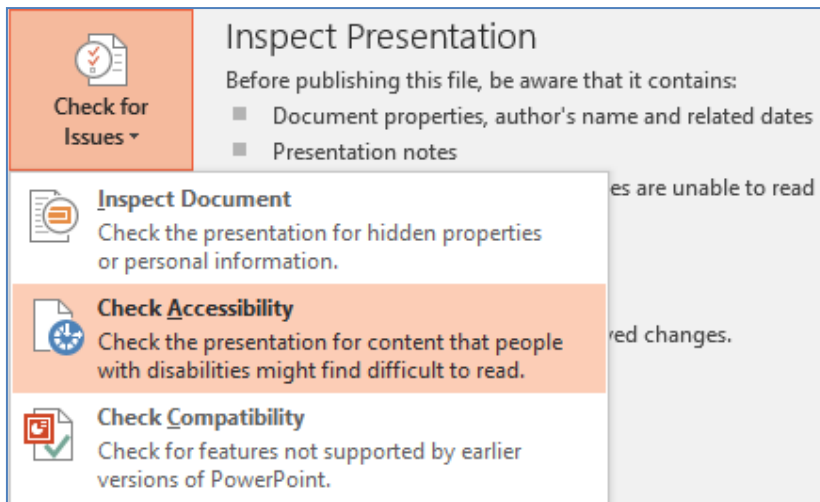
The Check Accessibility tool is available in many applications. Below you will see examples of the Check Accessibility tool.

Microsoft PowerPoint

PowerPoint allows the user the ability to embed audio/videos/images, etc into presentations. Be sure to check the following before running the Check Accessibility Tool.

- ┌ Appropriate alt text for images and links
- ┌ Transcripts for audio/videos
- ┌ Closed captioning for videos

Check Accessibility Tool Location: File > Info > Check for Issues > Check Accessibility

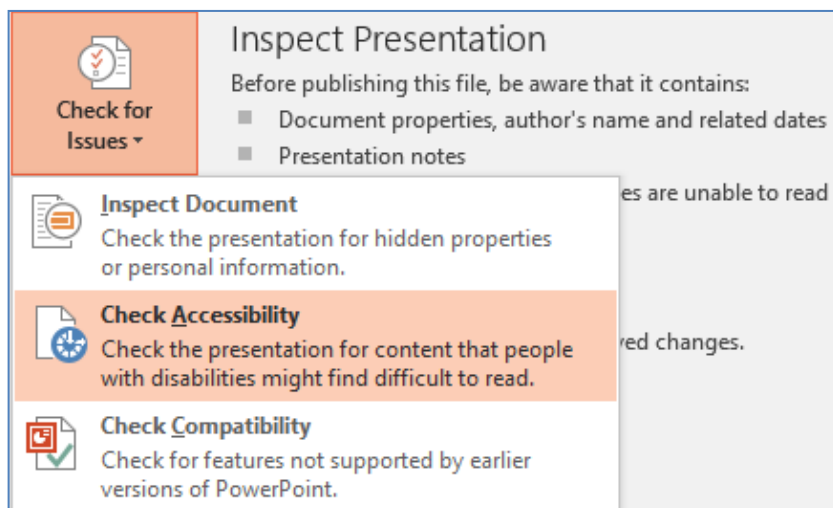


Microsoft Word

Be sure to check the following before running the Check Accessibility Tool.

- ┌ Appropriate alt text for images and links

Check Accessibility Tool Location: File > Info > Check for Issues > Check Accessibility



Portable Document File (PDF)

PDF documents can be created from scans or other sources. It is important to understand that a scan is not accessibility friendly. For best practices be sure to check the following before running the Check Accessibility Tool.

- ┌ PDF should be created by a word document or another program that does the text to PDF conversion. Note: Check to be sure you can highlight the text within the PDF document.
- ┌ Create PDF with the Optical Character Recognition (OCR) scanning software. OCR allows you to convert different types of documents into editable and searchable data. Free online Scanner available at: <http://www.free-ocr.com/>

Check Accessibility Tool Location: Edit > Manage Tools > Accessibility

