Academic Web Accessibility (AWA) Course Accessibility Checklist

Printable Version

You can also view our [Online Version](https://accessibility.kennesaw.edu/basic_accessibility_solutions/checklist.php).

# Introduction

The following course accessibility checklist is designed to help you make your course meet [WCAG 2.2 level AA standards.](https://www.w3.org/TR/2022/CR-WCAG22-20220906/) The items listed below do not cover all WCAG 2.2 elements—some of these are met by settings and formats within the software programs we use or by our own website policies, etc. However, for course content and settings which are within the control of faculty, checking off these items will ensure that your course meets all of the WCAG 2.2 elements over which you have control.

Also included in this checklist are items intended to incorporate elements from the accessibility section of the Quality Matters (QM) Rubric.

# How to Use This Checklist

The checklist is divided into five sections: Learning Management System (LMS), Policy (POL), Media (MED), Files (FILE), and Web (WEB). Each section begins with a description of the content and includes a table. In some sections, the table will simply describe items that need to be included in the course. In others, the table will describe items that will need to be checked and possibly revised for formatting in order to make the source accessible. On this form, you should be able to click the checkboxes with your mouse

# Sections

## Learning Management System

The first section of the Course Accessibility Rubric is concerned with the use of KSU’s LMS, D2L Brightspace. Because D2L is especially designed for online distribution of course content and assessments, and because it has a powerful accessibility checker integrated within it (*Blackboard Ally*), all official course content should be placed in D2L so that students have digital access.

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| **Checkbox** | **Element Identifier** | **Description** |
| [ ]  | LMS 1 | All official course content and online assessments—any documents, files, videos, links or resources necessary for the class—are stored and available within D2L. |
| [ ]  | LMS 2 | Course layout (navbar, navigation, homepage, content organization) is readable and easy to use. |

## Policy

This section refers to accessibility documentation identified in the accessibility category of the QM Rubric, specifically regarding institutional policies and technology statements.

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| **Checkbox** | **Element Identifier** | **Description** |
| [ ]  | POL 1 | Syllabus contains KSU accessibility policy and contact information for Student Disability Services. |
| [ ]  | POL 2 | [Accessibility statements](https://accessibility.kennesaw.edu/advanced_accessibility_solutions/statements_vpats.php) for all technologies in the course are provided. |

## Media

In this section, the term “media” refers to multi-media sources, such as video and audio files.

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| **Checkbox** | **Element Identifier** | **Type of Media** | **Description** |
| [ ]  | MED 1 | Audio files containing NO synchronized video or images | For any pre-recorded audio files (such as MP3), text alternative (captions or transcript) is provided. Text alternative is 95% accurate or higher. For music files, a text description of the music is included. |
| [ ]  | MED 2 | Video files containing NO synchronized dialogue or audio | For any pre-recorded video files that do not include audio, an audio alternative (i.e. audio description) with equivalent information is presented. |
| [ ]  | MED 3 | Video files containing synchronized audio content | For any pre-recorded video files that include audio, synchronized text ([captions](https://accessibility.kennesaw.edu/basic_accessibility_solutions/creating_accessible_content/accessible_videos.php)) that are 95% accurate or higher are provided for the audio portion of the video. |
| [ ]  | MED 4 | Synchronous (live) video with audio | Captions are available for all live audio content in synchronized (synchronous) video (e.g. *Teams* or *Zoom* meetings). |
| [ ]  | MED 5 | Standalone images (images not in a document) | Standalone images include appropriate [alternative text](https://accessibility.kennesaw.edu/basic_accessibility_solutions/creating_accessible_content/alt-text.php) unless they are decorative or described in the text. |

## Files

In this section, the term "files" refers to any type of document file, including word processing documents (e.g. Microsoft Word), HTML pages (e.g. D2L pages, Softchalk modules, lessons created with Articulate products), presentations (e.g. Microsoft PowerPoint), spreadsheets, and PDFs. To learn more about the descriptions, click the linked resources.

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| **Checkbox** | **Element Identifier** | **Type of File** | **Description** |
| [ ]  | FILE 1 | All | Images of text are not used (scans of text, pictures of text in documents, etc.) unless image is decorative; text can be customized to a user’s requirements, or a particular presentation of text is essential to information conveyed (a photograph of text is the subject). |
| [ ]  | FILE 2 | All | Images in documents include appropriate [alternative text](https://accessibility.kennesaw.edu/basic_accessibility_solutions/creating_accessible_content/alt-text.php) unless decorative or described in the text. |
| [ ]  | FILE 3 | All | All documents include properly-nested [semantic structure](https://accessibility.kennesaw.edu/basic_accessibility_solutions/basic_four.php) when appropriate. |
| [ ]  | FILE 4 | All | Tables have appropriate [header rows](https://accessibility.kennesaw.edu/basic_accessibility_solutions/basic_four.php) or columns. |
| [ ]  | FILE 5 | All | Tables are only used to share data and are not used for formatting purposes alone. |
| [ ]  | FILE 6 | All | Text is [sufficient contrast](https://accessibility.kennesaw.edu/basic_accessibility_solutions/basic_four.php) 4.5:1, unless text is not intended to be visible. Color is not used to convey meaning. |
| [ ]  | FILE 7 | All | Hyperlinks are written as [descriptive links](https://accessibility.kennesaw.edu/basic_accessibility_solutions/basic_four.php), not as long links or with non-descriptive language such as “click here.” |
| [ ]  | FILE 8 | All | Appropriate [list styles](https://accessibility.kennesaw.edu/basic_accessibility_solutions/basic_four.php) are used for lists (bullets or numbered lists). |
| [ ]  | FILE 9 | Presentations | All slides include [properly formatted title](https://accessibility.kennesaw.edu/basic_accessibility_solutions/creating_accessible_content/word_document_guides/PowerPointupdated.docx). |
| [ ]  | FILE 10 | Presentations | [Reading order](https://accessibility.kennesaw.edu/basic_accessibility_solutions/creating_accessible_content/word_document_guides/PowerPointupdated.docx) of slides is checked by instructor to ensure they are read correctly. |

## Web

The web section of the rubric refers to any third-party resources (e.g. publisher resources, etc.) or websites that the course uses, whether mandatory or not.

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| **Checkbox** | **Element Identifier** | **Description** |
| [ ]  | WEB 1 | Third party websites used are checked using [WAVE](https://accessibility.kennesaw.edu/basic_accessibility_solutions/creating_accessible_content/word_document_guides/WAVE.docx) and contain minimal accessibility issues. |
| [ ]  | WEB 2 | Third party resources (e.g. publisher ancillaries, etexts, etc.) are [checked for accessibility](https://accessibility.kennesaw.edu/advanced_accessibility_solutions/statements_vpats.php) by the instructor and contain minimal accessibility issues. |