# Course Accessibility Checklist

| **Items to Check** | **Yes (Pass)** | **No (Fail)** | **N/A** |
| --- | --- | --- | --- |
| The course has been scanned using the UDOIT checker in Canvas. |  |  |  |
| Accurate closed captions or transcripts are provided for audio and video materials. |  |  |  |
| File names do not contain spaces and/or special characters. The document file name is concise, generally limited to 20–30 characters, and makes the contents of the file clear. |  |  |  |
| Documents and instructional materials utilize recommended fonts (i.e., Times New Roman, Verdana, Arial, Tahoma, Helvetica, or Calibri). |  |  |  |
| Documents and instructional materials refrain from using flashing/flickering text and/or animated text. |  |  |  |
| All URLs contain descriptive hyperlinks (i.e., avoid generic phrases like “Click here” and, instead, use phrases that let users know about the content of the linked page prior to selecting it). |  |  |  |
| All URLs link to correct Web destinations. |  |  |  |
| Links (including e-mail addresses) are keyboard accessible. |  |  |  |
| Color contrast ratio between foreground text and background color at least 4.5:1. Please see the [WebAIM Color Contrast Checker](http://webaim.org/resources/contrastchecker/) |  |  |  |
| Heading styles are organized in a hierarchal and logical fashion, with consecutive headings (i.e., no missing heading levels). Proper row and column heading structure is used in all course materials and using the Canvas Content Editor. |  |  |  |
| All images, grouped images, and nontext elements that convey information have meaningful alternative-text descriptions. |  |  |  |
| Complex images (i.e., charts and graphs) have descriptive text near the image (perhaps as a caption). |  |  |  |
| Documents and content pages refrain from using blank cells or spaces. |  |  |  |
| All tables have a logical reading order from left to right, top to bottom. Header rows repeat across pages if the table is multiple pages. |  |  |  |
| A separate accessible version of the document has been provided when there is no other way to make the content accessible? |  |  |  |

Pro Tip 1: Please visit the [UF Accessibility Website](http://accessibility.ufl.edu/) for further information and step by step instructions.

Pro Tip 2: Sign up for the online UFIT Training [Accessible Online Environments](https://training.it.ufl.edu/training/items/accessible-online-environments.html).