ACCESSIBILITY CHECKLIST

Created based on 5 Pillar Quality Review (Pillar 4: Item 32, 33, 34, 35, 36 & 37)

Microsoft Office: Word, PowerPoint, etc.

☐ Use Microsoft Accessibility Checker to identify accessibility issues in **faculty-created documents.**
  ○ [Instructions for Windows](#) | [Instructions for macOS](#)
☐ Review the accessibility check results and fix a list of errors.

  Common accessibility errors from the checker:

- ***Missing alt text: picture, text box, other elements.*** *How to fix?* [Word](#) | [PowerPoint](#)
- ***Table issues: No header row.*** *How to fix?* [Word](#) | [PowerPoint](#)
- ***Merged or split cells.*** *How to fix? Use a simple table structure and avoid merged cells.* [Word](#) | [PowerPoint](#)
- ***Image or object not inline.*** *How to fix?* [Word](#)
- ***Unclear hyperlink text.*** *How to fix?* [Word](#) | [PowerPoint](#)
- ***Skipped heading level.*** *How to fix?* [Word](#)
- ***Check reading order.*** *How to fix?* [PowerPoint](#)

PDFs

☐ Use [the Adobe Accessibility Checker](#) to identify accessibility issues in **faculty-created documents.**
☐ If a PDF file does NOT pass the checker (with substantial errors), find the source document (e.g., Word, PowerPoint) to make it accessible and then export it into a PDF file.
☐ If the source document is not available, you can still make a PDF accessible, but it will take more manual work to tag the document after the fact.
  ○ Making a PDF accessible [Acrobat XI](#) | [Acrobat X](#)
☐ If you have a scanned PDF, use Adobe Acrobat to [enable optical character recognition (OCR)](#) so the text can be read by a screen reader.

Canvas Pages

- ☐ Use UDOIT (The Universal Design Online Content Inspection Tool) or the [Accessibility Checker](#) in the Rich Content Editor in Canvas to check for accessibility issues*.
  - UDOIT will check for accessibility issues in Canvas pages, including
    - [Use of headings in page structure](#)
    - [Alternative text for images](#)
    - [Table headers](#)
    - [Color contrast](#)
    - [Descriptive link text](#)
    - [Video captions](#)

  - *UDOIT will be available on One Canvas in Fall 2021.
  - Before UDOIT is available on One Canvas, faculty can use the [Accessibility Checker](#) in the Rich Content Editor to identify common accessibility errors.

Multimedia in Canvas

- ☐ Add alt text for images to describe images to visually impaired readers (images included for aesthetics only should be marked as "decorative" in Canvas or indicated as decorative in the image properties in documents).
  - Add [alt text for images in Canvas pages](#)

- ☐ Include captioning or transcript for videos or audios.
  - **Panopto:** Enable [auto machine captions in Panopto](#) and edit them for accuracy if necessary.
  - **VoiceThread:** Audio and video comments and slides in VoiceThread are automatically captioned. Please [edit the captions for accuracy if necessary.](#)
  - **Zoom:** When you record a Zoom session to the cloud, a transcript of the session will be generated. Please [edit the captions for accuracy if necessary.](#)

☐ Provide information to students about how to access University Disability Services:
   ○ [MU Disability Center](#)
   ○ [S&T Student Disability Services](#)
   ○ [UMSL Disability Access Services](#)
   ○ [UMKC Student Disability Services](#)

Additional Accessibility Resources for Creating Accessible Content:

- [Accessibility Resources](#) from Missouri Online
- MU Digital Access: [Make Your Content Accessible](#)
- [Cheat Sheets for Creating Accessible Content and Documents](#) from National Center on Disability and Access to Education