Faculty Checklist for Accessibility

Please use the following to assess your class materials for accessibility. Links will send you to tutorials.

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| --- | --- |
| Syllabus | Yes/No |
| Does your syllabus include the Disability Resource Center statement? ([statement](http://www.slcc.edu/drc/faculty/syllabus-statement.aspx)) | Y |
| Does your syllabus include a contact for technical assistance? | N |
| Does your syllabus indicate options for communicating with you? | Y |
| Do you list a turnaround time for online communication (i.e. 24 hours response on emails)? | N |
| Does your syllabus use styles for headings? ([accessible documents](http://www.slcc.edu/drc/faculty/documentspresentations.aspx)) | Y & N |
| WORD Documents |  |
| Were styles used to create headings? ([accessible documents](http://www.slcc.edu/drc/faculty/documentspresentations.aspx)) | Y |
| When color is used for formatting, is it combined with another formatting element? | Y |
| Do your images include text descriptions of necessary content? ([alt tag](http://www.slcc.edu/drc/faculty/making-images-accessible.aspx)) | N/A |
| PDF Documents |  |
| If you exported the PDF from Word, did you follow the guidelines for accessible Word documents? ([pdf accessibility](http://webaim.org/techniques/acrobat/converting)) | N |
| If you exported the PDF from Word, did you enable accessibility features when you saved the file? | N |
| If you created the PDF from a scanned document, did you scan the document using Optical Character Recognition (OCR)? | N |
| If you use a PDF created by someone else, did you run an accessibility check? ([pdf accessibility quick check](http://www.jisctechdis.ac.uk/assets/Documents/resources/PDFQuickCheck.pdf)) | N |
| POWERPOINT Presentation Slides |  |
| Are your presentations created with existing PowerPoint slide layouts? | Y |
| Do you use high contrast between text and background? | Y |
| Does the presentation include text descriptions for all graphics and pictures? | N |
| Can the order of the text in the presentation be verified in the “Outline” panel? | Y |
| Video and Audio |  |
| Is all video (web, DVD and VHS) captioned and/or have a transcript(s)? ([captioning](http://www.slcc.edu/drc/faculty/captioning.aspx)) | Y |
| Does all audio (podcasting, mp3, cds etc.) have a transcript(s)? | Y |
| Canvas Pages | Yes/No |
| Were styles used to create headings in Canvas pages? ([Canvas accessibility tips](http://www.slcc.edu/drc/faculty/canvas.aspx))  Is descriptive text used for links (rather than URLs or generic text, e.g., “Click here”)? | N |
| When color is used for formatting, is it combined with another formatting element? | Y & N |
| Do your images include text descriptions of necessary content? ([alt tag](http://www.slcc.edu/drc/faculty/making-images-accessible.aspx)) | N |
| Textbook |  |
| Did you consider accessibility when selecting your textbook? | N/A |