Canvas Accessibility Checklist

HEADINGS
☐ Do you use descriptive headings to break sections of your page?
☐ Are headings created using the built-in heading styles in the rich content editor toolbar?
☐ Are headings in order (H3 prior to H4, H2 prior to H3, etc.)?

IMAGES
☐ Do all images, diagrams, graphs, and equations include descriptive alternative (alt) text, including in all uploaded documents?
☐ Is the text in an image repeated in the alt text or in the adjacent content?
☐ Does the alt text provide all information missed by not seeing the image?

LISTS
☐ Are lists created using the list features on the rich content editor toolbar?
☐ Are numbered lists used when order of items matters?
☐ Do lists contain related items?

TABLES
☐ Are tables inserted using the table features in the rich content editor toolbar?
☐ Are all tables used to show relationships between data?
☐ Does the table have a single Header Row?

UPLOADED DOCUMENTS
☐ Can you select the text in all uploaded PDF documents?
☐ Have all text boxes been removed from Word documents?
☐ Does all text show in the outline, and in a logical order, for all PowerPoint slides?

MULTIMEDIA
☐ Are all videos captioned?
☐ Are transcripts provided for audio files?
☐ Do you include audio descriptions of all visual-only content in videos?
☐ Can videos or other media be played using only the keyboard, including in all uploaded documents?

LINKS
☐ Do links include meaningful display text?
☐ Do all links to the same website include the same display text?
☐ Are links shown visually?

TESTING
☐ Have you extended time limits (and due date times) for all students with approved testing accommodations?

OVERALL COURSE
☐ Did you validate all links?
☐ Did you use the accessibility checker in the rich content editor toolbar?
☐ Is all important information conveyed by more than color?