# **Checklist for Accessible Course Content**

### **HEADING1**

#### Heading Styles

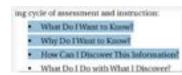
Use built-in heading styles to designate structure & content organization. Modify them to suit your needs.

#### **Heading 2 Heading 3**

•—	1
:=	3
Bullets	Numbering
*	*

#### List Styles

Use built-in bulleted or numbered list styles to designate list structure. Format and use built-in simple tables with column and row headers.





#### **Readable Materials (PDF files)**

Can text within your <u>PDF file</u> be selected with a mouse? If so, a text-to-speech reader should be able to read the file. If not, the file will need conversion using programs such as Adobe Acrobat Pro DC.



#### **Descriptive Naming of Links**

Use descriptive titles for hyperlinks to provide added context for navigation.

#### **Text and Contrast**

Check that text and page background display a strong contrast. Do not rely solely on reference to color or shape to describe content.



## **Alternative Text**

Provide <u>alternative text</u> for images, graphs and charts.



#### **Closed Captioning**

Choose videos that have closed <u>captioning</u> or transcripts.



#### **PowerPoint Slides**

Follow all content accessibility guidelines above. In addition, check the Outline View to make sure all text from slides appears in Outline View.



#### **3rd Party Online Materials**

How accessible are the digital materials you want to select to use for your course? Ask about accessibility before deciding on use.



Microsoft Office accessibility videos are useful to learn more about the above guidelines. Student Access & Accommodation Services has resources for how to make courses accessible. Download the Checklist of Accessible Course Content at: https://ctlt.IllinoisState.edu/pedagogy/getstarted