

Faculty Accessibility Checklist

Section 1: Start Here / Course Setup

Item	What Is Required	How to Fix	Status
Welcome message	Homepage includes greeting, course purpose, first steps.	Add a short homepage message with Welcome, Start Here, Contact Me.	<input type="checkbox"/>
Clear starting point	Students know exactly where to begin.	Create an orientation module/page and place first in Modules.	<input type="checkbox"/>
Simplified navigation	Only tools you use should appear in menu.	In Settings > Navigation, hide unused links.	<input type="checkbox"/>
Organized modules	Content arranged by week/unit/topic	Rename and reorder modules logically	<input type="checkbox"/>
Easy to find syllabus	Syllabus accessible in navigation or homepage link.	Publish syllabus and link it prominently.	<input type="checkbox"/>
Contact info visible	Email, office hours, response time available	Add to homepage and syllabus	<input type="checkbox"/>

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Section 2: Content Readability

Item	What Is Required	How to Fix	Status
Heading structure	Use headings instead of bold text only.	Choose Heading 2/3 in editor. Word, PowerPoint	<input type="checkbox"/>
Short sections	Break long content into readable chunks.	Use headings, bullets, spacing, shorter paragraphs.	<input type="checkbox"/>
Color not sole meaning	Meaning cannot depend only on color.	Add labels like Required, icons, bold text. https://webaim.org/resources/contrastchecker/	<input type="checkbox"/>
Proper lists	Steps/items formatted as lists.	Use bullet or numbered list tool.	<input type="checkbox"/>
Readable fonts	Standard fonts and readable sizes.	Remove decorative fonts; use default Canvas styles.	<input type="checkbox"/>
Color not sole meaning	Meaning cannot depend only on color.	Add labels like "Required", icons, bold text	<input type="checkbox"/>

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Section 3: Files, Links & Materials

Item	What Is Required	How to Fix	Status
Descriptive links	Link text states destination.	Replace Click here with specific titles.	<input type="checkbox"/>
Working links	All links open correctly.	Test every link in Student View.	<input type="checkbox"/>
Accessible PDFs	Text selectable/searchable.	Recreate scan in Word or run OCR.	<input type="checkbox"/>
Clear file names	Files names logically.	Reanme files: "Chapter_3_Study_Guide.pdf"	<input type="checkbox"/>

Organized Word docs	Headings/styles used.	Apply Heading styles in Word.	<input type="checkbox"/>
Accessible Power Points	Titles, readable fonts, alt text.	Use slide titles and check accessibility tool in Power Point.	<input type="checkbox"/>
Link to websites and external web activities	Ensure mouse, such as buttons and drag and drop actions.	https://www.w3.org/TR/UNDERSTANDING-WCAG20/keyboard-operation.html	<input type="checkbox"/>

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Section 4: Images & Media

Item	What Is Required	How to Fix	Status
Alt text for images	Important images described.	Add concise image description.	<input type="checkbox"/>
Decorative images ignored	Non essential images skipped by screen readers.	Mark decorative or use null alt text.	<input type="checkbox"/>
Captioned videos	All instructional videos captioned.	Use captioning tools and review errors.	<input type="checkbox"/>
Audio transcript	Audio content has text transcript.	Upload transcript in page or file.	<input type="checkbox"/>
Mobile-friendly media	Media plays on phone/tablet	Test on mobile or use supported embed tools.	<input type="checkbox"/>

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Section 5: Assignments & Assessments

Item	What Is Required	How to Fix	Status
Clear instructions	Students know task, steps, grading.	Add purpose, steps, due date, rubric notes.	<input type="checkbox"/>
Due dates entered	Canvas calendar populated.	Add due/available/until dates.	<input type="checkbox"/>
Quiz accommodations possible	Timed tests adjustable.	Use Moderate Quiz / extra time settings.	<input type="checkbox"/>
Rubric attached	Criteria visible when appropriate.	Use Canvas Rubrics tool.	<input type="checkbox"/>
File type explained	Students know what to submit.	State PDF, Word, video, etc. in instructions.	<input type="checkbox"/>

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Section 6: Communication & Support

Item	What Is Required	How to Fix	Status
Response time stated	Students know when you'll reply.	Add replies within 24–48 hours weekdays.	<input type="checkbox"/>
Tech support info	Students know where to get help.	Add campus help desk or LMS support link.	<input type="checkbox"/>
Accommodation info	Disability support office listed.	Add statement and contact information.	<input type="checkbox"/>
Clear discussions	Prompt explains expectations.	Add length, due date, response requirements.	<input type="checkbox"/>
Multiple help options	More than one contact path.	Offer email, office hours, discussion, Q &A forum.	<input type="checkbox"/>

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Section 7: Canvas Final Review

Item	What Is Required	How to Fix	Status
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Accessibility Checker used (Canvas & Pope Technology)	Run checker on pages.	Use Pope Technology and Canvas checker.	<input type="checkbox"/>
Issues corrected	Resolve alerts.	Fix headings, contrast, table headers, alt text.	<input type="checkbox"/>
Student View tested	View as student.	Use Student View and click through course.	<input type="checkbox"/>
Correct dates	No old semester dates.	Review all assignments/events.	<input type="checkbox"/>
Modules unlock properly	Students can access content when needed.	Check prerequisites/requirements/availability dates.	<input type="checkbox"/>
Ready day one	Students can begin immediately.	Publish items and test entry path.	<input type="checkbox"/>

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