

Digital accessibility checklist

The following checklist provides basic accessibility guidelines to consider when creating or using digital content.

General for online courses (or courses using an LMS like Blackboard Learn)

- Use clear and consistent navigation
- Label folders and modules clearly (such as Week 1: Forest Biomes, NOT Week 1)
- Use meaningful hyperlinks ([Visit Kent State](#) vs www.kent.edu/visit)
- Provide content in multiple ways (text, audio, video, images)
- Provide multiple types of assignments and assessment types (if possible)
- Define and spell out abbreviations, acronyms or jargon
- Provide flexible communication and collaboration options (email, discussions, video conferences, etc.)

Documents (Word, PDF, etc.)

- Should be full-text, machine readable and formatted with appropriate styles (headings, H1, H2, H3, etc.)
- PDF documents that are scanned (and are not OCR'd or full text) **should not be used.**
- All images should have alt text
- Use meaningful hyperlinks ([Visit Kent State](#) vs www.kent.edu/visit)
- Avoid the use of color as the sole means of emphasis; consider using *italics* or **bold**
- Use good color contrast (for example, white text on a dark blue background)
- Avoid using text boxes – they can cause issues when being parsed by a screen reader. Use borders around text to highlight important information
- ALWAYS use the column tool to make columns, but...avoid using excessive columns
- Do not use font sizes smaller than 11 point
- Do not format using blank spaces, always use tabs or use page breaks
- Always use the bullet/numbering tool in the toolbar to make ordered lists, rather than manually typing
- If you are listing more than 3 items, I recommend numbering them rather than bullets as they are easier to follow when a screen reader is being used
- Tables should have row headers and clear descriptions

Multimedia (audio, video)

- Videos should be properly closed-captioned (YouTube auto-captions are a bad source for videos, but all the videos in [NBC Learn](#) are professionally closed-captioned)
- Audio files should have a **complete** and **verbatim** transcript posted along with the file

External content (websites or other web-based content)

- Avoid external websites that have content that is not closed-captioned, not transcribed, not full text, or otherwise inaccessible
- Avoid the use of complex “lab” experiences that require special plugins like Flash or JavaScript
- Avoid websites that are not professionally or commercially developed (personal sites, hobby sites, etc.)

Learn more about ICT Accessibility

www.kent.edu/ICT