Accessibility Focused Review Checklist

Center for Teaching & Learning - University of New Mexico

1. All images, graphics, tables, etc. have descriptions (alt text).
   1. Comments
2. All videos have accurate captions
   1. Comments
3. All audio-only content has a full transcript.
   1. Comments
4. Tables are properly formatted, so that they can be read easily by a screen reader.
   1. Comments
5. Headings are used to organize content and make it easy to navigate.
   1. Comments
6. Contrasting colors and simple backgrounds are used in all materials. Text and graphics are meaningful when viewed without color.
   1. Comments
7. Descriptive hyperlinks are used instead of the URL alone or a hyperlinked “click here.”
   1. Comments
8. Links are provided to all applets, scripts and plugins needed to launch various technologies.
   1. Comments
9. All documents and presentations (example: Word, Excel, PowerPoints and PDFs) have been tested with an accessibility checker and corrections have been made.
   1. Comments
10. The accessibility of all external content and materials has been confirmed. The accessibility statements for any third-party tools have been reviewed and are present in the course
    1. Comments