



ONLINE ACCESSIBILITY CHECKLIST

Creating accessible content for your online course is important. Below are some basic skills for accessibility. For more information, see the [Digital Accessibility Webpage](#).

CANVAS COURSES

- Use descriptive links
- Use alternative text for images
- Ensure videos have captions
- Avoid using tables, unless necessary
- Create accessible files
- Review [Canvas Course Accessibility Checklist](#)

MICROSOFT WORD

- Create [headings](#) and format [lists](#) using styles
- Create [accessible tables](#)
- Add [alternative text](#) for images
- Use [descriptive links](#)
- Check your document with [Accessibility Checker](#)
- Test accessibility with [Immersive Reader](#)

MICROSOFT POWERPOINT

- [Making PowerPoint Accessible - Microsoft](#)
- Use Built-In Layouts
- Use Slide Titles for Easy Navigation
- [Reading Order and Navigation](#)
- Accessible [Hyperlinks](#)
- Using Built-In List Styles
- [Accessible Audio and Video](#)

ADOBE PDF

- PDF must be tagged
- All images and figures should have alt text ([Alt-Text Decision Tree](#))
- Create and [verify Accessibility](#) Using Adobe Acrobat Pro
- [PDF Accessibility Overview](#)
- [PDF Accessibility Basics YouTube Video](#) by CIEL
- TTU Digital Accessibility [PDF Quick Guide](#)

For more information about accessible material, visit the [Digital Accessibility Webpage](#).