

Section D: Accessibility – Content Pages

Incomplete	Aligned	N/A
<p>D1: Heading Styles</p> <p><input type="checkbox"/> Content Pages do not use heading styles or use them inconsistently, including skipping heading levels, and/or altered fonts/size/format/color are used instead of heading styles.</p> <p><input type="checkbox"/> Content Pages consistently use heading styles (i.e. Heading 2, Heading 3, etc.).</p>		
<p>D2: Lists</p> <p><input type="checkbox"/> Numbers, letters, or symbols are manually inserted to create a list.</p> <p><input type="checkbox"/> Lists are created using the Bullet or Numbered List tool in the rich text editor.</p>		
<p>D3: Links</p> <p><input type="checkbox"/> Links are not descriptive, or URLs are displayed instead of meaningful links; and/or underlining is used for emphasis or for denoting headings.</p> <p><input type="checkbox"/> Links are descriptive, and avoid redundancy; links avoid using non-descriptive phrases; and underlining is only used to denote active hyperlinks.</p>		
<p>D4: Tables</p> <p><input type="checkbox"/> Tables do not use designated header cells.</p> <p><input type="checkbox"/> Table cells designated as row and/or column headers allow screen readers to read table cells in the correct order.</p>		
<p>D5: Color Contrast</p> <p><input type="checkbox"/> Insufficient color contrast between foreground (text or graphics) and the background could create difficulties for low vision and color blind students.</p> <p><input type="checkbox"/> There is sufficient color contrast between foreground and background to meet Section 508 standards.</p>		
<p>D6: Color and meaning</p> <p><input type="checkbox"/> Visual elements alone have been used to convey meaning.</p> <p><input type="checkbox"/> Visual elements (color, bolding, all caps) are not used as the sole way to convey importance or meaning.</p>		
<p>D7: Images</p> <p><input type="checkbox"/> Does not consistently use descriptive alternative text, or the image has text that is not part of the alternative description, or uses "image of" or "picture of" as part of the alt text.</p> <p><input type="checkbox"/> Every image (including those used in Pages, Discussions, Quizzes and Assignments) uses descriptive alternative text that includes any text visible in the image, does not contain "image of" or "picture of", and uses "" if the image is purely decorative.</p>		

Criteria D1 – D7 comments on following page.

Section D: Accessibility – Files

Incomplete	Aligned	N/A
D8: Heading Styles		
<input type="checkbox"/> Documents do not use heading styles or use them inconsistently, including skipping heading levels, and/or altered fonts/size/format/color are used instead of heading styles.	<input type="checkbox"/> Documents consistently use heading styles (i.e. Heading 2, Heading 3, etc.).	<input type="checkbox"/>
D9: Lists		
<input type="checkbox"/> Numbers, letters, or symbols are manually inserted to create a list.	<input type="checkbox"/> Lists are created using the Bullet or Numbered List tool.	<input type="checkbox"/>
D10: Links		
<input type="checkbox"/> Links are not descriptive, or URLs are displayed instead of meaningful links; and/or underlining is used for emphasis or for denoting headings.	<input type="checkbox"/> Links are descriptive, and avoid redundancy; links avoid using non-descriptive phrases; and underlining is only used to denote active hyperlinks.	<input type="checkbox"/>
D11: Tables		
<input type="checkbox"/> Tables do not use designated header cells.	<input type="checkbox"/> Table cells designated as row and/or column headers allow screen readers to read table cells in the correct order.	<input type="checkbox"/>
D12: Color Contrast		
<input type="checkbox"/> Insufficient color contrast between foreground (text or graphics) and the background could create difficulties for low vision and color blind students.	<input type="checkbox"/> There is sufficient color contrast between foreground and background to meet Section 508 standards.	<input type="checkbox"/>
D13: Color and meaning		
<input type="checkbox"/> Visual elements alone have been used to convey meaning.	<input type="checkbox"/> Visual elements (color, bolding, all caps) are not used as the sole way to convey importance or meaning.	<input type="checkbox"/>
D14: Images		
<input type="checkbox"/> Does not consistently use descriptive alternative text, or the image has text that is not part of the alternative description, or uses "image of" or "picture of" as part of the alt text.	<input type="checkbox"/> Every image uses descriptive alternative text that includes any text visible in the image, doesn't contain "image of" or "picture of", and uses "" if the image is purely decorative.	<input type="checkbox"/>

Section D: Accessibility – Files criteria continued on following page.

Section D: Accessibility – Files continued

Incomplete	Aligned	N/A
<p>D15: Digital Reading Order</p>		
<p><input type="checkbox"/> Reading order is not correctly set so that content is presented in the proper sequence to screen readers and other assistive technologies.</p>	<p><input type="checkbox"/> Reading order is correctly set so that content is presented in the proper sequence to screen readers and other assistive technologies.</p>	<p><input type="checkbox"/></p>
<p>D16: Digital Presentations</p>		
<p><input type="checkbox"/> Some slides have identical titles, reading order is not properly set (slides have had elements added to the layout), and/or images/charts do not include alternative text. Some text visible in slides is not visible in Outline View.</p>	<p><input type="checkbox"/> Every slide has a unique title, reading order is properly set (slides use pre-set layouts), and all images/charts include alternative text. All text is visible in Outline View so that it can be read by assistive technology.</p>	<p><input type="checkbox"/></p>
<p>D17: PDFs</p>		
<p><input type="checkbox"/> PDFs contain accessibility issues and do not pass the Adobe Accessibility Check.</p>	<p><input type="checkbox"/> PDFs pass the Adobe Accessibility Check with no substantial errors.</p>	<p><input type="checkbox"/></p>
<p>D18: Spreadsheets</p>		
<p><input type="checkbox"/> Spreadsheets lack labels and supplemental explanations that would allow a student with visual or motor impairment to make use of the content using assistive technologies.</p>	<p><input type="checkbox"/> Spreadsheets include labels for the rows and columns, detailed labels for any charts, and is accompanied by a textual description of the spreadsheet, drawing attention to key cells, trends, and totals.</p>	<p><input type="checkbox"/></p>

Criteria D8 – D18 comments on following page.

Section D: Accessibility – Multimedia

Incomplete	Aligned	N/A
D19: Audio and Video		
<input type="checkbox"/> Accurate transcripts are not included for audio and/or closed captioning for video is not present.	<input type="checkbox"/> Accurate transcripts are included for audio, closed captioning for video, and narrative descriptions are available when possible.	<input type="checkbox"/>
D20: Live Broadcast		
<input type="checkbox"/> Live broadcasts do not have synchronized captions.	<input type="checkbox"/> Live broadcasts include a means for displaying synchronized captions.	<input type="checkbox"/>
D21: Auto-Play		
<input type="checkbox"/> Multimedia is set to auto-play.	<input type="checkbox"/> Multimedia is not set to auto-play.	<input type="checkbox"/>
D22: Flashing Content		
<input type="checkbox"/> Contains blinking or strobing multimedia.	<input type="checkbox"/> Multimedia (including gifs and images) do not blink or strobe.	<input type="checkbox"/>

Section D: Accessibility – Accommodation

Incomplete	Aligned	N/A
D23: Instructional Materials Inventory		
<input type="checkbox"/> Inherently inaccessible learning objects are present, and an instructional material inventory and plan for accommodation has not been provided.	<input type="checkbox"/> An Instructional Material Inventory of each inherently inaccessible learning object is provided with a plan that has been reviewed and approved by the DSPS office for accommodating students with disabilities.	<input type="checkbox"/>

Instructional material inventory form available at: <http://bit.ly/material-inventory>

Criteria D19 – D23 comments on following page.