COURSE ACCESSIBILITY CHECKLIST

SYLLABUS

Includes a [statement from Disability Services](#)

Uses inclusive design principals such as heading styles, alternative text for images, and meaningful descriptions for links. [Checklist to Evaluate Digital Content.](#)

Review document with the built in accessibility checker found in word, google docs, adobe and more

HANDOUTS

Handouts are available electronically in an accessible format so students using assistive technology such as screen readers can access the information

All versions are accessible and pass accessibility checks

OTHER MATERIALS

PowerPoint presentations are available electronically and are accessible

Accessible alternatives to any non-accessible materials are provided

ONLINE MATERIALS

Online resources such as audio clips, audio podcasts, CDs and websites are accessible

MOODLE ACCESSIBILITY

Documents uploaded to Moodle are accessible

Links use meaningful descriptions

Alternative text for images, graphics and tables are included

Use of color is not the only method to convey information

Color contrast is accessible

AUDIO AND VIDEO

Audio materials are available with a transcript

Video materials have closed captioning and any necessary audio descriptions

HOW TO PRIORITIZE CAPTIONING

Highest Priority

A student or staff member has requested accommodation that requires captioning

The material is part of a website and does not have restricted access

The material will be re-used more than one semester

The material is newly created

PURCHASING MATERIALS

New Multimedia purchases should be accessible

When adopting textbooks, please inquire of publishers regarding accessibility of an supplemental materials provided

Please email access@kenyon.edu for assistance regarding accessible digital materials