

Digital Accessibility Checklist

The Digital Accessibility Checklist is a tool designed to aid in the implementation of accessibility in common programs used at the University of Nebraska. The checklist is best used in conjunction with the Canvas course [“Accessibility and Universal Design for Learning Instructor Resource”](#) and the Bridge training [“Digital Accessibility Training”](#).

Microsoft Word

- ☐ Heading Structure is added to the document using the “Styles” feature
- ☐ Lists are created using the numbered or bulleted list feature
- ☐ All images have alternative text added to provide accurate and concise descriptions
- ☐ The Accessibility Checker is used to find any other accessibility issues in the document

Microsoft PowerPoint

- ☐ The reading order within slides is checked to ensure information is presented in a logical manner
- ☐ All images have alternative text added to provide accurate and concise descriptions OR non-informative images and icons are marked as decorative
- ☐ Color contrast, font size, and other formatting considerations are made to ensure all users can easily interact with the slide content
- ☐ The Accessibility Checker is used to find any other accessibility issues in the slides/presentation

Microsoft Excel

- ☐ All Data cells contain data, no empty data cells
- ☐ No cells are merged in the data cells
- ☐ Data cells are designated as a Table and the table is given a unique title
- ☐ The Accessibility Checker is used to find any other accessibility issues in the document/file

Videos

- ☐ Closed captioning is added to all video content
- ☐ Closed captioning is edited to ensure accuracy
- ☐ If you show it, say it

Canvas Learning Management System

- ☐ Heading Structure is used in the Content Rich Editor (Pages, Assignments, etc.)
- ☐ Lists are created using the numbered or bulleted list feature
- ☐ All images have alternative text added to provide accurate and concise descriptions
- ☐ Tables have titles and other structural features enabled
- ☐ Hyperlinks are embedded in the text with meaningful descriptions
- ☐ The Accessibility Checker is used to find any other accessibility issues in the Content Rich Editor

PDFs

- ☐ OCR is enabled, the text is searchable