# Canvas Accessibility Checklist

**Instructions:**

* Use this checklist to check elements of accessibility in a Canvas course.
* Guideline links provide more information about the accepted principles of web accessibility as set forth in the Web Content Accessibility Guide (WCAG).
* **Links within the checklist items provide instructions** on how to determine compliance with accessibility principles and how to implement them on Canvas.

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| Initial Task | **Notes** | **Resolved** |
| Run the [Check Accessibility](https://drive.google.com/file/d/12J1v9-T8vnjslalp6yFwnRNV73cucGFE/view?usp=sharing) tool for an initial review. | Enter notes here |  |
| WCAG Principle 1: Perceivable “Information and user interface components must be presentable to users in ways they can perceive.” | | |
| [Guideline 1.1](https://www.w3.org/WAI/WCAG21/quickref/#text-alternatives): “Provide text alternatives for any non-text content so that it can be changed into other forms people need, such as large print, braille, speech, symbols or simpler language.” | **Notes** | **Resolved** |
| [Include alt-text](https://drive.google.com/open?id=1MAcFitEg1ChxhZhC3OiqRPJiOfBnf2cm) or label as decorative for all non-text elements (e.g., graphics, photographs, charts, audio, animations, video). Where applicable, provide detailed text descriptions of elements in surrounding text. | Enter notes here |  |
| [Guideline 1.2](https://www.w3.org/WAI/WCAG21/quickref/#time-based-media): “Provide alternatives for time-based media.” | **Notes** | **Resolved** |
| [Provide a transcript](https://drive.google.com/open?id=10YgjAW_gUWYDTP6Oxp4Bp4sW65aVoJUR) for pre-recorded audio. | Enter notes here |  |
| [Include captions for pre-recorded video](https://drive.google.com/open?id=1WU9Y3HHQukMdIgw89Lrb_7Obu_K94Jbd) content that are complete, accurate, and synchronized. | Enter notes here |  |
| [Guideline 1.3](https://www.w3.org/WAI/WCAG21/quickref/#adaptable): “Create content that can be presented in different ways (for example simpler layout) without losing information or structure.” | **Notes** | **Resolved** |
| [Use heading styles and formatting features](https://drive.google.com/open?id=1GWl-1CDgvYsifdYpfkFCr88v1RHqmHUi) (e.g., bold/italics, tables, bulleting, etc.) to preserve information and relationships implied by visual or auditory formatting. | Enter notes here |  |
| Present the [content sequence](https://drive.google.com/open?id=1pjUNdowxrvdnBF_UWdMVjtqpSuC9QtmA) in an order that reflects the meaning of the content and can be operated from a keyboard. | Enter notes here |  |
| Provide [instructions in multiple ways](https://drive.google.com/open?id=1nWqlIX0poy17nQuWvf71oOuQfrskbfk-). Instructions should not rely solely on sensory characteristics of components such as shape, size, visual location, orientation, or sound. | Enter notes here |  |
| [Guideline 1.4](https://www.w3.org/WAI/WCAG21/quickref/#distinguishable): “Make it easier for users to see and hear content including separating foreground from background.” | **Notes** | **Resolved** |
| [Use more than just color](https://drive.google.com/open?id=1ePQEOxMyqBwt_kBsc0-rXqXePaD4-PxE) to convey information, indicate an action, prompt a response, or distinguish a visual element. | Enter notes here |  |
| Use a [contrast ratio of at least 4:5:1](https://drive.google.com/open?id=1vU7amktGgnWCmybszYBHLKMgKvWRiFfj) in visual presentations of text (except for larger text, incidental text, or logotypes). | Enter notes here |  |
| [Present all text in text format](https://drive.google.com/open?id=14A1MktY39NTA3tZwlWUSoyPmsyMHPIPJ). Avoid images of text (e.g. memes). Logos are an exception. | Enter notes here |  |
| WCAG Principle 2: Operable “User interface components and navigation must be operable.” | | |
| [Guideline 2.1](https://www.w3.org/WAI/WCAG21/quickref/#keyboard-accessible): “Make all functionality available from a keyboard.” | **Notes** | **Resolved** |
| Test whether the [keyboard can be used for all interactions](https://drive.google.com/open?id=1F6VWDPEYOYPUiw7POTVU1PRB3nXAw7M-). Verify all drag and drop, hover, or hotspot interactions of embedded 3rd-party applications. Confirm that the focus can be moved to and away from all elements using only the keyboard. | Enter notes here |  |
| [Guideline 2.2](https://www.w3.org/WAI/WCAG21/quickref/#enough-time): “Provide users enough time to read and use content.” | **Notes** | **Resolved** |
| Make [time limits adjustable](https://drive.google.com/open?id=1kPYVEi4PpdPsb2-ipOIqfDFz7QbtbbYB). Give users the option to extend time. | Enter notes here |  |
| [Guideline 2.3](https://www.w3.org/WAI/WCAG21/quickref/#seizures-and-physical-reactions): “Do not design content in a way that is known to cause seizures or physical reactions.” | **Notes** | **Resolved** |
| Avoid [content that flashes more than three times per second](https://drive.google.com/open?id=1auA3Iz7nzXk4kt2j1-By2rVD46cjIlcu).  (e.g., presentations, videos, gifs, or animations) | Enter notes here |  |
| [Guideline 2.4](https://www.w3.org/WAI/WCAG21/quickref/#navigable): “Provide ways to help users navigate, find content, and determine where they are.” | **Notes** | **Resolved** |
| To make content easily identifiable and searchable, [use consistent and descriptive page titles](https://drive.google.com/open?id=1N0Fz-Bi0GI_5ecprR-zDhD0xFIfXlZSn), headings, labels and use HTML tags consistently. | Enter notes here |  |
| Use [descriptive text for hyperlinks](https://drive.google.com/open?id=10jhrlgqsUjYhHlRBGvwjfDs3QVhMCBvq). Avoid “click here.” | Enter notes here |  |
| Provide [multiple ways to locate or navigate to content](https://drive.google.com/open?id=1IbVKNLmFs_GdlCg3DThMeES9iy-uDJAg) (e.g., custom menu). | Enter notes here |  |
| WCAG Principle 3: Understandable “Information and the operation of the user interface must be understandable.” | | |
| [Guideline 3.2](https://www.w3.org/WAI/WCAG21/quickref/#predictable): “Make Web pages appear and operate in predictable ways.” | **Notes** | **Resolved** |
| [Use consistent navigation](https://drive.google.com/open?id=1hL2vM2TC7jNCF4_FtHNGNj4ohyyfSOLa). Pages that serve parallel functions follow the same basic structure. | Enter notes here |  |
| [Identify user interface elements](https://drive.google.com/open?id=1MRgy_WUVTnyINrADgeE4gMutPznGf9aE) (e.g., icons, buttons, boxes, text fields, pagination) that have the same functions consistently. | Enter notes here |  |
| [Guideline 3.3](https://www.w3.org/WAI/WCAG21/quickref/#input-assistance): “Help users avoid and correct mistakes.” | **Notes** | **Resolved** |
| [Provide instructions or labels](https://drive.google.com/open?id=17z3CdamcokZU5D2JGzhIYPpcdL9MztPv) when users are required to manually input information (e.g., interactions or text-entry fields). | Enter notes here |  |
| Enable options for students to [review and confirm quiz answers](https://drive.google.com/file/d/19IhGDROypPCP_t6DBsogZGUTFy9Nn1Sa/view?usp=sharing). | Enter notes here |  |
| The following guideline would benefit from the assistance of Student Disability Services or OIT to complete. | **Notes** | **Resolved** |
| If video and synchronized media are included, provide [audio descriptions or text-based alternative](https://drive.google.com/open?id=1B3FHmBJOlWYjZ4uDkaZCU4opamKMdUDt)s for all visual only information (e.g., visual context, actors’ actions and expressions, non-speech sounds such as laughter, music, or off-screen voices). A text-based alternative (e.g., downloadable PDF in lieu of video) should read like a screenplay. | Enter notes here |  |
| Check accessibility of course materials If the Canvas course includes any of these materials, please check them for accessibility. | | |
| Office Suite | **Notes** | **Resolved** |
| [Word Documents](https://drive.google.com/file/d/18KA23tmLxF5qiB5vYUZj_Y9DsDIwOm0O/view?usp=sharing) | Enter notes here |  |
| [PowerPoints](https://drive.google.com/file/d/1uj-5JZQbOz-gz9TI58AA7lEJ-xodw_IT/view?usp=sharing) | Enter notes here |  |
| [Excel](https://drive.google.com/file/d/12Xfa_rGWAUN208LTN1RIGRsOD4vhQJo_/view?usp=sharing) | Enter notes here |  |
| Audio/Video | **Notes** | **Resolved** |
| Canvas Studio, YouTube | Enter notes here |  |
| Audio Files (.mp3) | Enter notes here |  |
| Web Tools | **Notes** | **Resolved** |
| [Zoom](https://drive.google.com/open?id=13kGQFYk5PqLmZW_YQvbC3MEO02u3XnYr) | Enter notes here |  |
| Flipgrid | Enter notes here |  |
| Other | **Notes** | **Resolved** |
| PDFs | Enter notes here |  |
| Digital Textbooks | Enter notes here |  |
| Additional Tasks | **Notes** | **Resolved** |
| [Check Accessibility](https://drive.google.com/file/d/12J1v9-T8vnjslalp6yFwnRNV73cucGFE/view?usp=sharing) – Run the checker again to catch any issues that may have been created by the changes made during the editing process. | Enter notes here |  |

**Note:** This checklist includes guidelines adapted from [Web Content Accessibility Guidelines (WCAG 2.1)](https://www.w3.org/TR/WCAG21/) that are applicable for use in the Canvas LMS. Quoted principles and guidelines as well as the essential content and structure of these guidelines are copyright to the World Wide Web Consortium (W3C), which remains the authoritative source for the complete Guidelines. W3C has not endorsed this derivation.