

Center for Teaching Excellence

Course Accessibility Checklist

In order to make your class accessible, please ensure the following:

- Optical Character Recognition (OCR) has been performed on all PDF files before being posted.
- PDF files are accompanied by their Word document equivalent or a link to the HTML equivalent.
- All posted documents (Word, Excel, PowerPoint, etc.) are accessible and usable by screen readers.
- Videos are captioned or have a transcript in Word format that is made available simultaneously with the video (on the same date that the video is made available or assigned to be watched).
- All content is accessible via the computer's keyboard, without the use of a mouse.