# Accessibility Checklist

## Course Materials & Canvas

**Providing course materials that are accessible to students with disabilities is required by law and Mines policy for both in-person and online courses.** Accessible course materials help ensure that all Mines students have equal opportunity to succeed in your course.

This checklist is a quick reminder of some of the most important aspects of accessibility. Students registered with Disability Support Services may require accommodations in addition to this checklist. For more information about how to make your course accessible, visit [mines.edu/accessibility](https://www.mines.edu/accessibility/).

## Books on shelf with solid fillCourse Materials

**☐  Multiple formats:** Upload information in multiple formats whenever possible. For example, upload documents as both PDF and Word, or provide text transcripts for audio or video.

**☐  Digital text:** Do not use materials that are images of text or scans of physical materials that haven’t been converted to accurate digital text. HTML and Word are the most accessible formats for digital text. If those are not available, provide PDFs with accurate digital text (you can check the digital text by copying and pasting a sample of the PDF).

## Video

**Videos with accurate captions:** Only use videos that have accurate captions. Automatically generated captions should be manually corrected whenever possible.

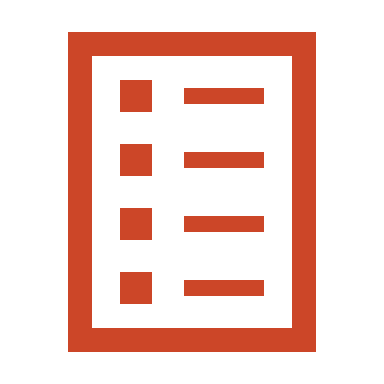
**Zoom:** If any material is presented through live video platforms such as Zoom, make sure to enable auto captions and transcripts in Zoom.

## Lectures and Notes

**Lecture slides**: If possible, make slides available in Canvas at least 24 hours before class. Use the PowerPoint Accessibility Checker to make sure your slides are accessible.

**In-class materials**: Provide notes or annotated slides after class. Prefer Canvas pages, notes in PowerPoint slides, or Microsoft Word documents over PDFs or scans of handwritten notes.

**Lecture recordings**: If you have recordings of the lectures, make them available through Canvas with accurate subtitles.



## Canvas

**Design consistently:** Use consistent names, icons, and elements across modules in the course. Give course materials consistent file names and associate them with relevant modules.

**Create a guide to using your Canvas site:** Highlight the overall course structure, where to find and submit assignments, and where files such as lecture slides or notes can be found. Make this guide available in Canvas and mention or go through the guide on the first day of class.

**Syllabus:** In addition to the standard DSS accommodations statement, consider adding information to humanize the instructor (such as a photo or short video) and statements around course flexibility, student wellbeing, and ways to get help with the course. It’s also helpful to many students to have the syllabus available before classes start.

## Canvas Pages

You can run the Canvas Accessibility Checker on any page created in Canvas to check for accessibility issues and get guidance on how to fix the issues. Some commonly detected issues include:

**Alt text for images:** All images that aren’t decorative need to have alternative text (alt text) that concisely describes the information conveyed by the image. This includes graph, charts, and other figures. If images are complex, include longer descriptions of the important information outside of alt text.

**Hyperlink words:** Rather than including an entire URL, embed links in short, unique, descriptive phrases such as “consult the accessibility checklist.”

**Sufficient color contrast:** Text needs to have a minimum contrast ratio of 4.5:1 with the page background color.

**Headings:** Use headings starting with an H2 in Canvas pages (the page title is the H1). Don’t skip heading levels (H3 should always follow H2).

**Tables:** Don’t use tables for web layout. If you need columns, use other layout options in Canvas. Tables should include a caption and header and avoid merged or blank cells.

**Accessible math and equations:** Use the Canvas math editor to insert equations in your pages, rather than inserting an image or scan of the equation.