

# Checklist for Accessible Course Content

## HEADING 1

### Heading 2

#### Heading 3

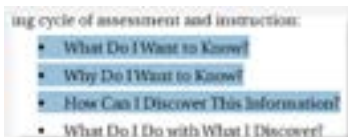
### Heading Styles

Use built-in [heading styles](#) to designate structure & content organization. Modify them to suit your needs.



### List Styles

Use built-in bulleted or numbered [list styles](#) to designate list structure. Format and use built-in simple tables with column and row headers.



### Readable Materials (PDF files)

Can text within your [PDF file](#) be selected with a mouse?

If so, a text-to-speech reader should be able to read the file.

If not, the file will need conversion using programs such as Adobe Acrobat Pro DC.



### Descriptive Naming of Links

Use descriptive titles for [hyperlinks](#) to provide added context for navigation.



### Text and Contrast

Check that text and page background display a [strong contrast](#).

Do not rely solely on reference to color or shape to describe content.



### Alternative Text

Provide [alternative text](#) for images, graphs and charts.



### Closed Captioning

Choose videos that have closed [captioning](#) or transcripts.



### PowerPoint Slides

Follow all content [accessibility guidelines](#) above. In addition, check the Outline View to make sure all text from slides appears in Outline View.



### 3rd Party Online Materials

How accessible are the digital materials you want to select to use for your course?

Ask about accessibility before deciding on use.



Microsoft Office [accessibility videos](#) are useful to learn more about the above guidelines. Student Access & Accommodation Services has [resources](#) for how to make courses accessible. Download the Checklist of Accessible Course Content at: <https://assets.illinoisstate.edu/ctlr/Handouts/AccessibilityChecklist.pdf>