

508 Course Accessibility Checklist



SAN JACINTO COLLEGE
INSTRUCTIONAL INNOVATION & SUPPORT

Various disabilities can stand between students and course content. This 508 checklist is a guide to help ensure that your courses meet the 508 accessibility standards for the web. In addition, the checklist includes ways to improve your courses for sensory impaired students.



Formatting Documents: HTML, MS Word, PDFs

- Allow proper color contrast page/text
- Properly format heading using Heading Styles in Word and HTML documents to denote the topic and section headings of your documents instead of formatting text using bold, italicize and/or font color
- Use headings in the correct order
- Use the styles to denote important text such as Strong (Bold) and Emphasis (italics)
- Do not attach meaning to color
- Use easy to read fonts
- Font Size 12 pts are higher document. HTML, if possible, allow for font resizing
- Format a list as a list using Ordered or Unordered lists.



Hyperlinks

- Active hyperlinks are available for all URLs in a document
- Provide a clear description of the hyperlink destination; instead of only providing the link address or using the phrase click here
- printed.



Tables

- Use tables as an organization tool when information needs more than one column of text
- Apply heading style for column and row heading instead of formatting text
- Apply color fill to Column and Row Headings
- Use Headers attribute in HTML for complex tables
- Do not nest a table within another table
- Indicate column (or row) headers in data tables
- Add table captions
- Check table reading order



Multi-Media

- Closed Caption videos
- Provide transcripts for videos
- Provide transcripts for audio recordings
- Eliminate or limit blinking/flashing content to 3 seconds.
- Provide a transcript for crucial information found only in a video within your course is available in audio and transcript form



Images

- Provide Alt-texts for all non-decorative images found in the course.
- The alt-text provided adequately describes the image (long descriptive)
- Fast-moving animations are not used
- Images that flash more than three times in any one second period or the flash is below the general flash and red flash thresholds might cause seizure due to photosensitivity.
- If watermarks are used in a Word document, make sure that the information it contains is included elsewhere in the document



Timed Exams/Quizzes

- Alert user to timed assessments/questions



External Hyperlinks/Textbook Companion Sites

- All externally linked sites for your course meet 508 guidelines
- All externally linked video and audio for your course meet 508 guidelines
- If available, provide links to accessibility statements for textbooks, web-based resources, etc.



Accessibility Services and Statements

- Provide students with contact information and a hyperlink to Accessibility Services at San Jacinto college
- Provide hyperlinks for software accessibility statements for all software used in the course i.e., Blackboard, Softchalk, Wimba, Google Youtube, etc.



Accessibility Checkers and Reports

- Run Blackboard Course through Ally Accessibility Checker
- Run Microsoft built-in Accessibility Checker
- Check Microsoft document Reading Order
- Run Adobe Acrobat built-in Accessibility Checker
- Run Optical Character Recognition (OCR) on scanned documents
- Check PDFs document for Reading Order
- Review 3rd Party digital materials

