
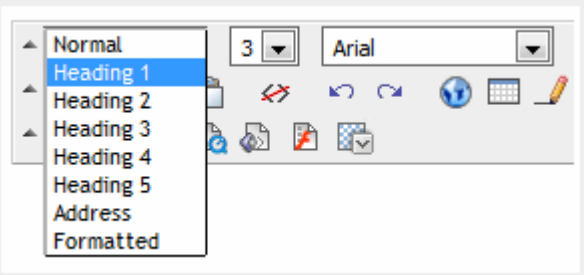
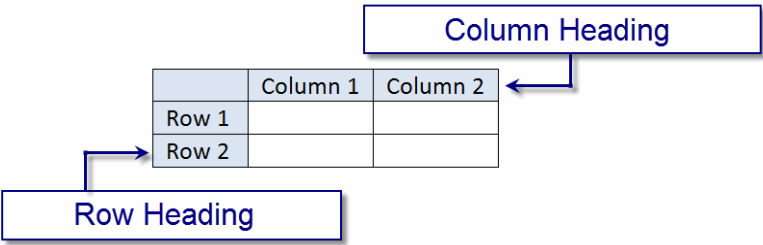


## San Jacinto College 508 Course Accessibility Checklist

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. The checklist includes ways to improve your courses for students who are sensory impaired.

| Formatting Documents: HTML, MS Word, PDF files  |                          |
|---|--------------------------|
| Pages exhibit effect color contrast   | <input type="checkbox"/> |
| <b>Text/Fonts</b>   |                          |
| <p>Heading styles in MS Word and HTML documents denote the topic/section headings of your document instead of formatting text by using bold/Italicize/font size or color</p> <p>MS Word</p>  <p>Figure 1: MS Word Ribbon</p> <p>HTML</p>  <p>Figure 2: HTML heading - Blackboard Editor</p> | <input type="checkbox"/> |
| <p>Text is either in <b>bold</b> or <i>italics</i> to emphasize significance, not merely underlined or colored</p> <p><b>Note:</b> You can use underlined and colored text in conjunction with bold and italics to emphasize significance<br/> i.e., you have <u>one</u> attempt to take the exam</p>   | <input type="checkbox"/> |
| <p>Font color alone does not convey meaning<br/> i.e., using <b>red text</b> as a warning</p>   | <input type="checkbox"/> |
| Avoid using fancy fonts   | <input type="checkbox"/> |
| Font size is 12pt in word and if possible in HTML, allow for font resizing by the user  | <input type="checkbox"/> |

|  |                          |
|--|--------------------------|
| <p>Lists are bulleted, numbered or lettered</p> <p>examples</p> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> <li>● _____</li> <li>● _____</li> <li>● _____</li> </ul> </div> <div style="border: 1px solid black; padding: 5px;"> <ol style="list-style-type: none"> <li>1. _____</li> <li>2. _____</li> <li>3. _____</li> </ol> </div> <div style="border: 1px solid black; padding: 5px;"> <ol style="list-style-type: none"> <li>I. _____</li> <li>II. _____</li> <li>III. _____</li> </ol> </div> <div style="border: 1px solid black; padding: 5px;"> <ol style="list-style-type: none"> <li>A. _____</li> <li>B. _____</li> <li>C. _____</li> </ol> </div> </div> | <input type="checkbox"/> |
| <p><b>Hyperlinks</b></p>   |                          |
| <p>Active hyperlinks are available for all URLs in documents</p>   | <input type="checkbox"/> |
| <p>Hyperlink text provides a clear description of the link destination, rather than only providing the URL or using the phrase “click here”</p>  | <input type="checkbox"/> |
| <p><b>Tables</b></p>   |                          |
| <p>Tables are used as an organization tool when information needs more than one column of text</p>   | <input type="checkbox"/> |
| <p>Heading style are applied for column/row headings instead of bold/font size or color</p>  | <input type="checkbox"/> |
| <p>Color fill is applied to column and row headings</p> <div style="text-align: center; margin-top: 20px;">  <p>The diagram shows a 2x2 table. The top-left cell is shaded light blue. A box labeled 'Column Heading' has an arrow pointing to the top-right cell. A box labeled 'Row Heading' has an arrow pointing to the bottom-left cell.</p> </div> <p style="text-align: center;"><b>Figure 3: Color Fill</b></p>   | <input type="checkbox"/> |
| <p>Headers attribute are used in HTML for complex tables<br/>i.e., <code>&lt;td headers="item"&gt;...&lt;/td&gt;</code>, <code>&lt;th id="item"&gt;...&lt;/th&gt;</code></p>   | <input type="checkbox"/> |
| <p>Avoid using nested tables</p>   | <input type="checkbox"/> |
| <p><b>Multi-Media</b></p>  |                          |
| <p>Closed captioning is provided for videos with audio</p>   | <input type="checkbox"/> |
| <p>A text transcript is provided or can be made available upon request for videos with audio</p>   | <input type="checkbox"/> |
| <p>Text transcripts are provided for audio files</p>   | <input type="checkbox"/> |
| <p>Crucial information found only in a video within your course is available in audio and transcript form</p>  | <input type="checkbox"/> |

San Jacinto College 508 Course Accessibility Checklist

| <b>Images</b>   |                          |
|---|--------------------------|
| Alt-text is provided for all images found in the course. This includes images found in Word and PDF documents   | <input type="checkbox"/> |
| The alt-text provided adequately describes the image (long-descriptive)   | <input type="checkbox"/> |
| Fast moving animations are not used<br><br>Images that flashes more than three times in any one second period or the flash is below the general flash and red flash thresholds might cause seizures due to photosensitivity | <input type="checkbox"/> |
| If watermarks are used in a Word document, make sure that the information it contains is included elsewhere in the document   | <input type="checkbox"/> |
| <b>Timed Exams/Quizzes</b>  |                          |
| Alerts user to timed assessments/questions  | <input type="checkbox"/> |
| <b>External Hyperlinks/Textbook Companion Sites</b>   |                          |
| All externally linked sites for your course meet 508 guidelines   | <input type="checkbox"/> |
| All externally linked video and audio for your course meets 508 guidelines  | <input type="checkbox"/> |
| If available, provide links to accessibility statements for textbook, web-based resources, etc.   | <input type="checkbox"/> |
| <b>Disabilities Services and Statements</b>   |                          |
| Provide students with contact information and a hyperlink to Disabilities Services at San Jacinto college   | <input type="checkbox"/> |
| Provide hyperlinks for software accessibility statements for all software used in the course<br><i>i.e., Blackboard, Softchalk, Wimba, Google Youtube, etc.</i>   | <input type="checkbox"/> |

## Bibliography

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<http://www.w3.org/TR/WCAG/#understandable>

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<http://teach.ucf.edu/pedagogy/accessibility/>

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<http://web.mit.edu/atic/www/accessibility/guidelines.html>

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<http://office.microsoft.com/en-us/word-help/creating-accessible-word-documents-HA101999993.aspx>

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<http://www.w3.org/TR/UNDERSTANDING-WCAG20/seizure-does-not-violate.html>

Arditi, A. (2012). *Lighthouse International - Effect Color Contrast.* Retrieved April 31, 2012, from Lighthouse International: <http://www.lighthouse.org/accessibility/design/accessible-print-design/effective-color-contrast>