## Accessibility Guidelines Checklist

### Media: Audio, Visual and Animation

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<th>Component</th>
<th>Accessibility Guideline Practices</th>
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<tr>
<td><strong>AUDIO FILES</strong></td>
<td>○ Text transcripts are provided for audio files.</td>
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| **SELF OR SJC PRODUCED VIDEOS** | ○ Closed captioning is provided for videos with audio.  
○ If closed captioning is not available, a text transcript is provided or can be made available upon request for videos with audio.  
○ Crucial information found only in a video within your course is available in both audio and transcript form. |
| **OUTSIDE SOURCE VIDEOS** | ○ You are not expected to caption outside videos, however, it is best practice to search for and use videos that contain closed captioning.  
○ Review videos to ensure accuracy rate is at least 85% and contains no offensive language. |
| **ANIMATIONS**          | ○ Animations are user controlled or short in duration.  
○ Automatically moving, blinking or scrolling content that lasts longer than 5 seconds can be paused, stopped or hidden by the user.  
○ Captions are provided for animation. |
| **MOVING IMAGES**       | ○ Large or moderate size images do not flash more than 3 times per second.  
○ Significant contrast is available between the flashes. |
| **COLLABORATE**         | ○ If you have a student who requires captioning in an online (synchronous) meeting, arrangements are made for a captioner. |

For more information: View the OnDemand Training - Designing Accessible Content section at sanjac.edu/innovate