# Course Accessibility Checklist

Use the following checklist to review and prepare digital course materials for accessibility before sharing them with students. It reflects the [Digital Accessibility Toolbox](https://sc.edu/about/offices_and_divisions/digital-accessibility/toolbox/index.php) and platform specific best practices (Blackboard, Microsoft Office, Adobe Acrobat). Applying these practices strengthens clarity, organization, and equitable access to digital course content. Access the links included in each section for additional guidance.

## Blackboard Learning Management System

1. Course navigation is consistent and easy to follow | [Inclusive Learning Experiences](https://help.blackboard.com/Learn/Accessibility_Best_Practices)
2. Modules and folders use clear titles | [Inclusive Learning Experiences](https://help.blackboard.com/Learn/Accessibility_Best_Practices)
3. Headings are used to structure content (not bold or italics alone) | [Inclusive Learning Experiences](https://help.blackboard.com/Learn/Accessibility_Best_Practices)
4. Built-in list tools are used for bulleted or numbered lists | [Inclusive Learning Experiences](https://help.blackboard.com/Learn/Accessibility_Best_Practices)
5. Tables are formatted with proper headers | [Add Headers to Document Data Tables](https://help.blackboard.com/Ally/Ally_for_LMS/Instructor/Improve_Accessibility/Add_Headers_to_Document_Data_Tables)
6. Links use descriptive text (not “Click here” or long hyperlinks) | [Link Text](https://sc.edu/about/offices_and_divisions/digital-accessibility/toolbox/best_practices/link_text/index.php) | [Inclusive Learning Experiences](https://help.blackboard.com/Learn/Accessibility_Best_Practices)
7. Color contrast is sufficient, and content does not rely on color alone [Inclusive Learning Experiences](https://help.blackboard.com/Learn/Accessibility_Best_Practices) | [Color Contrast](https://sc.edu/about/offices_and_divisions/digital-accessibility/toolbox/best_practices/color_contrast/index.php) | [Color Usage](https://sc.edu/about/offices_and_divisions/digital-accessibility/toolbox/best_practices/color_usage/index.php)
8. Media does not auto-play and does not include flashing content | [Video Pause, Stop, Hide](https://www.w3.org/WAI/WCAG21/Understanding/pause-stop-hide.html)
9. Ally accessibility indicators (red, orange, green) are reviewed and corrected | [Blackboard Ally](https://sc.edu/about/offices_and_divisions/digital-accessibility/toolbox/blackboard_ally/ally_for_instuctors/index.php)

## Microsoft Word

1. Built-in heading and list styles are used | [Headings in Word](https://sc.edu/about/offices_and_divisions/digital-accessibility/toolbox/documents_pdfs/microsoft_word/headings_word/index.php)
2. Tables are formatted with headers and correct reading order | [Tables in Word](https://sc.edu/about/offices_and_divisions/digital-accessibility/toolbox/documents_pdfs/microsoft_word/tables_word/index.php)
3. Alternative text (alt text) is provided for all visuals | [Alt Text in Word](https://sc.edu/about/offices_and_divisions/digital-accessibility/toolbox/documents_pdfs/microsoft_word/alt_text_word/index.php)
4. Body text is at least 12-point font and readable | [Resize Text](https://www.w3.org/WAI/WCAG21/Understanding/resize-text.html?utm_source=chatgpt.com)
5. Links use descriptive text (not “Click here” or long hyperlinks) | [Links in Word](https://sc.edu/about/offices_and_divisions/digital-accessibility/toolbox/documents_pdfs/microsoft_word/links_word/index.php)
6. Color contrast is sufficient, and content does not rely on color alone | [Color Contrast in Word](https://sc.edu/about/offices_and_divisions/digital-accessibility/toolbox/documents_pdfs/microsoft_word/color_contrast_word/index.php)
7. Accessibility checker has been run and issues corrected | [Accessibility Checker](https://sc.edu/about/offices_and_divisions/digital-accessibility/blog/2023/microsoft_accessibility_checker.php)

## Microsoft PowerPoint

1. Each slide has a unique and descriptive title | [Slide Titles in PowerPoint](https://sc.edu/about/offices_and_divisions/digital-accessibility/toolbox/documents_pdfs/microsoft_powerpoint/slide_title_powerpoint/index.php)
2. Reading order of slide elements is logical | [Reading Order in PowerPoint](https://sc.edu/about/offices_and_divisions/digital-accessibility/toolbox/documents_pdfs/microsoft_powerpoint/reading_order_powerpoint/index.php)
3. Alternative text (alt text) is provided for all visuals | [Alt Text in PowerPoint](https://sc.edu/about/offices_and_divisions/digital-accessibility/toolbox/documents_pdfs/microsoft_powerpoint/alt_text_powerpoint/index.php)
4. Body text is at least 18-point font and readable | [Font Size in PowerPoint](https://sc.edu/about/offices_and_divisions/digital-accessibility/toolbox/documents_pdfs/microsoft_powerpoint/other_tips_powerpoint/index.php)
5. Text contrast is sufficient and does not rely on color alone | [Color Contrast](https://sc.edu/about/offices_and_divisions/digital-accessibility/toolbox/best_practices/color_contrast/index.php) | [Color Usage](https://sc.edu/about/offices_and_divisions/digital-accessibility/toolbox/best_practices/color_usage/index.php)
6. Links use descriptive text (not “Click here” or long hyperlinks) | [Links in PowerPoint](https://sc.edu/about/offices_and_divisions/digital-accessibility/toolbox/documents_pdfs/microsoft_word/links_word/index.php)
7. Accessibility checker has been run and issues corrected | [Accessibility Checker](https://sc.edu/about/offices_and_divisions/digital-accessibility/blog/2023/microsoft_accessibility_checker.php)

## Microsoft Excel

1. Sheet tabs have unique and descriptive names | [Workbook and Sheet Titles in Excel](https://sc.edu/about/offices_and_divisions/digital-accessibility/toolbox/documents_pdfs/microsoft_excel/titles_excel/index.php)
2. Tables use headers and are formatted for navigation | [Tables in Excel](https://sc.edu/about/offices_and_divisions/digital-accessibility/toolbox/documents_pdfs/microsoft_excel/tables_excel/index.php)
3. Alternative text (alt text) is provided for charts and shapes | [Alt Text in Excel](https://sc.edu/about/offices_and_divisions/digital-accessibility/toolbox/documents_pdfs/microsoft_excel/alt_text_excel/index.php)
4. Cells have consistent structure and are not merged, blank, or split | [Cell structure in Excel](https://sc.edu/about/offices_and_divisions/digital-accessibility/toolbox/documents_pdfs/microsoft_excel/other_tips_excel/index.php)
5. Color contrast is sufficient and does not rely on color alone | [Color Contrast](https://sc.edu/about/offices_and_divisions/digital-accessibility/toolbox/best_practices/color_contrast/index.php) | [Color Usage](https://sc.edu/about/offices_and_divisions/digital-accessibility/toolbox/best_practices/color_usage/index.php)
6. Accessibility checker has been run and issues corrected | [Accessibility Checker in Excel](https://sc.edu/about/offices_and_divisions/digital-accessibility/toolbox/documents_pdfs/microsoft_excel/a11y_checker_excel/index.php)

## PDF

1. PDF text is searchable, with Optical Character Recognition (OCR) applied when needed | [Accessible PDFs & Adobe Acrobat](https://sc.edu/about/offices_and_divisions/digital-accessibility/toolbox/documents_pdfs/adobe_acrobat/index.php)
2. Alternative text (alt text) is included for images | [Accessible PDFs & Adobe Acrobat](https://sc.edu/about/offices_and_divisions/digital-accessibility/toolbox/documents_pdfs/adobe_acrobat/index.php)
3. Headings and reading order are tagged for navigation | [Accessible PDFs & Adobe Acrobat](https://sc.edu/about/offices_and_divisions/digital-accessibility/toolbox/documents_pdfs/adobe_acrobat/index.php)
4. Accessibility checker has been run and corrected | [Accessibility Checker in Acrobat](https://sc.edu/about/offices_and_divisions/digital-accessibility/toolbox/documents_pdfs/adobe_acrobat/accessibility_checker_acrobat/index.php)

## Audio and Video

1. Accurate captions are provided for all video content | [Captions and Transcripts](https://sc.edu/about/offices_and_divisions/digital-accessibility/toolbox/best_practices/captioning_transcripts/index.php)
2. Transcripts are available for all audio content | [Captions and Transcripts](https://sc.edu/about/offices_and_divisions/digital-accessibility/toolbox/best_practices/captioning_transcripts/index.php)
3. Audio descriptions are available for essential visual content | [Audio Descriptions](https://sc.edu/about/offices_and_divisions/digital-accessibility/toolbox/best_practices/audio_descriptions/index.php)
4. Media players allow students to control playback (play, pause, volume, speed) | [Media Players](https://www.w3.org/WAI/media/av/player/)

## Third-Party and External Content

1. Embedded or third-party tools have been reviewed for accessibility
2. External links and resources direct students to accessible content

For additional guidance, resources, and step by step instructions, visit the [Digital Accessibility Toolbox](https://sc.edu/about/offices_and_divisions/digital-accessibility/toolbox/index.php).