

Digital Accessibility Feedback Checklist

The following checklist is based upon the most frequent comments given to students when reviewing course project and paper submissions. Only comments denoted with an “X” in the To Consider column apply to your paper submission.

Student:

Digital Accessibility Issues – Common Comments

To Consider	Comment
	General Text Formatting
	Use the appropriate paragraph or heading tag from the Formatting Styles toolbar to actually tag your text as a heading or paragraph. This will ensure compliance with all local Digital Accessibility requirements. Update the styles in the toolbar, as necessary, to reflect APA v 7 formatting. Refer to the following for more details: https://youtu.be/AKzuXghQFnc
	Watch your use of fonts. <ul style="list-style-type: none">• For a paper, stick to the font recommended by your publisher, or stick to a common font such as Times New Roman, Verdana, Calibri, Helvetica, or Arial, to maximize readability.• For a web-based project, presentation slide deck, or video presentation, please stick to a sans serif font to maximize readability.• For a web-based project, such as content in an LMS, please stick to the default system font. This will maximize Digital Accessibility by allowing readers to use extensions, plug-ins, or other applications to “overwrite” your page font with one that meets their specific Accessibility needs. Manually selecting a font other than the system default may “break” this functionality for some users.
	Do not use your <ENTER> key to vertically align content on a page. This creates a Digital Accessibility issue. Refer to: https://youtu.be/DS9TJH9eAqI (from 00:42 to 04:54)
	Do NOT use your <ENTER> key to create a new page. This does not comply with Digital Accessibility guidelines (a screen reader will read out each and every blank line!). It also causes formatting issues for readers on different screens. Use <CTRL>+<ENTER> to force a page break. Refer to: https://youtu.be/DS9TJH9eAqI (from 00:42 to 04:54)
	Text Boxes
	Avoid using textboxes to position content on a page. Textboxes are “objects” that “float” above the main page content and are invisible to digital screen reader applications. <ul style="list-style-type: none">• To ensure that text within a textbox can be read by a screen reader application, you MUST manually set the textbox alignment to “Inline with Text.” Refer to: https://www.section508.gov/training/documents/aed-cop-docx10/



To Consider	Comment
	Tables
	Ensure that any tables you embed include properly tagged row or column headers (not just manually formatted using bold font or color). Otherwise, your table will be confusing to visually-impaired readers using a digital screen reader application.
	Images and Color
	Include ALT tags when embedding an image in a document (to increase compliance with local Digital Accessibility standards)
	<p>Avoid embedding a lot of text within an image. Text within an image is not machine-readable, so it is not accessible to anyone using a digital screen reader application.</p> <ul style="list-style-type: none"> • Stick to short text headings or bullet-points within your image (if they are needed), and primarily graphical information. • Provide a text-based explanation or elaboration on the key points in paragraph form either before the image (to introduce it), or after the image.
	<p>Watch for Color Contrast Ratio issues.</p> <ul style="list-style-type: none"> • Avoid using colored text, especially to convey meaning. Some users may not be able to distinguish color differences, and some devices may render colors differently. • Colored text may not be as visible for users who are using “dark mode” on their devices. Manually-selected text colors will “break” the ability of a user’s device to automatically render text in white when using dark mode. • Always ensure the highest possible ratio between foreground text and the background. When in doubt, stick to black and white. <p>Use a tool such as the free Color Contrast Analyzer to test your foreground and background color ratios.</p> <ul style="list-style-type: none"> • https://www.tpgi.com/color-contrast-checker/
	Embedded Media
	Ensure that embedded videos have available Closed Captions (or a text-based, machine-readable transcript). If possible, it is helpful to also ensure the available of Descriptive Video options.
	Ensure that embedded media is not set to auto-play.
	Ensure that embedded media has controls (start, stop, pause, rewind, forward, captions, etc) that can be controlled with either a mouse, a keyboard, or a digital switch. Ensure that users can escape from the media controls without requiring a mouse.

Note: Please refer to the official assignment grading rubric to determine if comments related to Digital Accessibility issues are included as part of your assessment criteria. While Digital Accessibility issues may or may not be counted towards your assignment grade, it is best practice to address them at all times (and may be required by organizational or regional standards in your jurisdiction).

For more resources on how to make your documents or digital teaching and learning resources more accessible for your audience, refer to the Power Learning Solutions Digital Accessibility Resources page at <https://www.powerlearningsolutions.com/digital-accessibility.html>

