

Disability Services

Accessible Instructional Material Checklists

These [checklists](#) are borrowed from the Georgia Institute of Technology, a leading institution of accessibility in higher education.

Syllabus

A syllabus that is accessible to all students should have:

- A statement about statement of support for students with disabilities (see: Sample Syllabus Statement)
- A clear outline for course content and expectations
- A contact for technical assistance
- A list of turnaround time for online communication (i.e. 24 hours response on emails)
- Standards of appropriate communication in person and online

Documents

To create an accessible document, you will need:

- Text that can be highlighted, copied, and pasted
- Headings used in numerical order
- Sufficient color contrast between text and background colors (i.e. dark text on light background)
- Text descriptions on images
 - Right click on the image > “Edit Alt Text”
 - If the image is unimportant or not relevant to the content, click “mark as decorative”
- To use the built-in MS Office Accessibility Checker
 - Click “File” > “Info” > “Check for Issues” > “Check Accessibility”
 - Microsoft Support offers more information on [making Word documents accessible](#)

PowerPoint Slides

Slides should also be accessible to all students. Here's how to make them so:

- Create the PowerPoint with a template
- Ensure the order of the text in the presentation is verified in the "Outline" panel
- Use the "Tab" key to make sure that the cursor moves in a logical order so that, if read aloud with a text-to-speech program, everything is in order
- Make sure there is sufficient color contrast between text and background colors (i.e. dark text on light backgrounds)
- Put text descriptions on images
 - Right click on the image > "Edit Alt Text"
 - If the image is unimportant or not relevant to the content, click "mark as decorative"
- Use the built-in MS Office Accessibility Checker
 - Click "File" > "Info" > "Check for Issues" > "Check Accessibility"
 - Microsoft Support offers more information on [making PowerPoint slides more accessible](#)

Excel Workbooks

When creating an excel workbook, ask yourself:

- Do images include text descriptions?
 - Right click on the image > "Edit Alt Text"
 - If the image is unimportant or not relevant to the content, click "mark as decorative"
- Were header rows and column headings specified?
- Was the hyperlink text meaningful?
- Were merged cells avoided?
- Was the built-in MS Office Accessibility Checker used?
 - Click "File" > "Info" > "Check for Issues" > "Check Accessibility"

- Microsoft Support offers more information on [making Excel documents more accessible](#)

Video and Audio

It is important for videos and audio to be accessible so that all students can effectively learn the course material and content.

- All video content should be captioned
 - If you need help with captioning on Zoom, YouTube, or Panopto, contact [Kathy Stevens](#)
- If captions cannot be provided, transcripts should be available for video-based and audio-based materials that are not able to be captioned
 - If you would like a transcript of a lecture, video, presentation, or other audio or video-based material made, contact [Shauna Goodell](#)