

# Accessible Language Checklist

Item	Fixed	Notes
Page and navigation element titles are descriptive, meaningful, and applied consistently		
Hyperlinks are descriptive		
Avoids jargon, idioms, acronyms, or abbreviations		
Any new or unusual words are accompanied by a definition		
Text blocks are broken into short, digestible paragraphs (150 - 250 words total)		
Headings are applied meaningfully and in a consistent order (following a hierarchy)		
Bullets or numbered lists are applied when appropriate		
Page content follows a logical reading order		
Text uses active voice when appropriate		

# Accessible Multimedia Checklist

Item	Fixed	Notes
Audio is accompanied by a full-text transcript		
Video features closed captions or is accompanied by a full-text transcript		
Video avoids flickering or flashing content		
Automated audio/video playback is disabled		
Audio/video player features clearly labeled playback controls (play, pause, rewind, fast forward)		
Audio/video player allows user to control playback speed		
Pictures, charts, and graphs that contain information or data have appropriate alt-text or a full-text alternative is made available		
Pictures, charts, or graphs that are used solely for decorative purposes have a “null” value assigned in alt-text		

# Accessible Design Checklist

Item	Fixed	Notes
Page and navigation element titles are descriptive, meaningful, and applied consistently		
Navigation elements (i.e., buttons, hyperlinks) are styled consistently across pages		
Hyperlinks to external resources are set to open in a new tab		
Adequate color contrast (between foreground/background) is applied		
Color is not used exclusively to imply meaning or significance		
Visual elements are consistently applied (i.e., color, size, and placement of recurring features is standardized)		
Images are relevant to course content and high-quality		
Assignment, discussion, or activity instructions are listed clearly and broken down into bulleted or numbered lists, when possible		
Headings are applied meaningfully and in a consistent order (following a hierarchy)		