Checklist: Accessibility in Canvas

Creating accessible content in Canvas ensures all students can effectively navigate and engage with your course materials. This checklist is organized to start with issues easily resolved by the Accessibility Checker, followed by manual checks. Items specific to Canvas are marked with \*Canvas.

# Open the Accessibility Checker

* Access the **Accessibility Checker** by entering editing mode for your Canvas content and clicking the **Accessibility icon** under the content editor.

# Accessibility Issues Caught by the Accessibility Checker

* Do all tables include:
  + Titles, headers, and captions (alt text)?
  + Unique column headings?
* Do tables avoid using **merged cells**?

# Accessibility Issues Requiring Additional Review

* Do all images have accurate and concise **alt text**, or are they designated as decorative if non-informative?
  + **Note:** Alt text with non-descriptive names (e.g., file names) may not be flagged. Manually review all images.
* Are there **equivalent alternatives** provided for complex visuals like graphs or infographics?
  + Complex visuals should include a short description in alt text and a longer explanation in captions, slides, or linked resources.
* Is there **sufficient color contrast**?
  + The Accessibility Checker may not catch all color contrast issues. Use tools like **WebAIM's Contrast Checker** for verification.
* Does the document use a proper **heading structure**?
  + Headings should follow a logical order with no skipped levels. The checker flags skipped levels but cannot assess the appropriateness of levels.

# Accessibility Issues Not Detected by the Checker

* Is there a clear **navigational structure**?
* Are all files and link titles clearly labeled?
* Are unused items hidden from the **Navigation menu**?
* Are all lists created using the **numbered or bulleted list feature**?
* Are all URLs embedded in **descriptive text** that clearly indicates their purpose or destination?
* Avoid phrases like "Click here" or "Go here for more information." Use meaningful text like "Learn more about accessibility."
* Is underlining used **only for hyperlinks** and not for other text emphasis?
* Are **capital letters** used only for acronyms and not for emphasis?
* Does the content avoid relying solely on **visual formatting** (e.g., colors, fonts, shapes) to convey meaning?
* Emphasize text with bold or italics instead of relying on color alone.
* Is text presented as **editable text**, not as an image of text (except for logos)?
* Replace images of text with actual text rather than adding alt text to the image.
* Does all embedded content include a **text descriptor**?
* Are **sans serif fonts** (e.g., Arial, Verdana, Calibri) used throughout the content?
* Are **indent and alignment buttons** used for formatting rather than tabs, spaces, or repeated line breaks?
* Are tables used exclusively for **data organization** rather than for layout?
* Do tables avoid having **empty data cells**?