Checklist: Continuous Accessibility Improvement Plan

Making your course accessible is not a one-time task—it’s an ongoing practice that ensures all students can engage with your content effectively. This plan provides **clear, actionable steps** to integrate accessibility into your teaching in a sustainable way.

# Step 1: Set Clear Goals

* Define specific, achievable goals that will improve accessibility in your course. Focus on **SMART goals** (Specific, Measurable, Achievable, Relevant, Time-bound) to guide your progress. For example:
* “Ensure all videos include captions and transcripts within the next two weeks.”
* “Convert all scanned PDFs to accessible formats by mid-semester.”
* Start with **high-impact changes** first (e.g., improving document structure, adding captions).
* Align goals with your **teaching schedule** so they are manageable.
* Keep track of your **progress** and adjust as needed.

# Step 2: Create a Schedule for Accessibility Checks

* **Plan checkpoints throughout the semester** to keep your materials accessible and up to date:
  + **Start of Semester:**
    - Run **Canvas Accessibility Checker** on all course content.
    - Test multimedia content for **captions and transcripts**.
  + **Mid-Semester Checkpoint:**
    - Address **student feedback** on accessibility issues.
    - Test navigation and document structure for **screen reader compatibility**.
  + **End of Semester:**
    - Conduct a **full course audit** and update materials.
    - Identify **lessons learned** and improvements for next semester.
* Use **calendar reminders** to stay on track.
* **Break tasks into smaller steps** to make them more manageable.
* Incorporate **accessibility into course updates** rather than treating it as a separate task.

# Step 3: Gather & Apply Feedback

* Use feedback to **prioritize improvements that enhance the student experience**.
  + **Student Surveys:** Include accessibility questions, such as:
* “Did you encounter any difficulties accessing course materials?”
* “What improvements would help you engage more effectively?”
* **Peer Collaboration:**
* Partner with **a colleague or instructional designer** to review accessibility.
* Share best practices in **department meetings** or workshops.

# Step 4: Keep Learning & Stay Updated

* Bookmark helpful resources
* Set a **recurring task** to check new accessibility updates.
* Make accessibility learning **part of your teaching routine**, just like updating course content.