Accessibility Audit & Remediation Plan

1. Establish Audit Scope and Frequency

- **Scope**: Include all digital learning environments and instructional materials—Canvas courses, Google and Microsoft documents, PDFs, multimedia, and linked websites.

- **Frequency**: Conduct formal audits:

    - **Annually** for all publicly accessible content

    - **Pre-semester** for all courses being taught

    - **Post-course** spot-checks after major updates or complaints

2. Tools for Identifying Issues

Use a mix of automated and manual tools to ensure comprehensive evaluation:

Automated Tools

- **WAVE by WebAIM**: Browser-based tool for quick checks of HTML content, flagging alt text issues, headings, contrast, etc.

- **Axe DevTools**: Chrome/Firefox extension for developers and instructional designers to identify more complex accessibility issues in course sites or web-based tools.

- **SiteImprove** (if available through the university): For large-scale web content audits across domains.

- **Canvas Accessibility Checker**: Built into the Canvas Rich Content Editor; scan individual pages for accessibility flags.

- **Microsoft & Google Checkers**: Use built-in accessibility checkers for Word, PowerPoint, Excel, and Google Docs/Slides.

Manual Checks

- **Keyboard Navigation**: Test whether content is fully navigable using keyboard only.

- **Screen Reader Testing**: Use tools like **NVDA** (Windows) or **VoiceOver** (Mac) to confirm compatibility and logical content flow.

- **Color Contrast**: Validate with tools like the **WebAIM Contrast Checker** to ensure text readability.

3. Audit Workflow

1. **Preliminary Review**:

   - Each course/instructor runs automated accessibility checkers (Canvas, Office, WAVE).

   - Identify high-risk areas: multimedia, scanned PDFs, assessment tools, non-structured text.

2. **Deep Dive**:

   - Accessibility specialists use Axe or NVDA to manually assess course structure, screen reader flow, and interaction elements.

3. **Document Findings**:

   - Create a report with prioritized issue list (e.g., High = missing captions, Medium = unclear link text, Low = contrast slightly below ratio).

   - Categorize by type (Document, Canvas, Multimedia, External Site).

4. **Consultation and Collaboration**:

   - Meet with instructors and course teams to review findings.

   - Offer targeted support: direct fixes, training resources, or redesign suggestions.

   - Refer to **AccessibleU modules** as self-guided remediation support.

4. Remediation Strategy

- **Short-Term Fixes**:

  - Use **Ally** in Canvas to improve documents with low accessibility scores.

  - Replace scanned PDFs with accessible versions or HTML content.

  - Use **YouTube Studio** or **Amara** for video captions.

- **Long-Term Improvements**:

  - Convert critical materials to HTML where possible.

  - Create accessible templates for future course builds (e.g., via Canvas Commons).

  - Maintain a **centralized accessibility support team** that includes IDs, IT, and faculty liaisons.

5. Continuous Monitoring and Feedback

- Build **accessibility review into the instructional design process**.

- Encourage instructors to include an anonymous "Accessibility Feedback" survey link in courses.

- Host **quarterly accessibility roundtables or workshops** to share progress and highlight exemplary work.

6. Documentation & Compliance Reporting

- Store audit logs and instructor response plans in a shared, secure folder.

- Use dashboards (e.g., from Ally or SiteImprove) to track improvement metrics over time.

- Submit reports to the Digital Accessibility Steering Group and include in institutional compliance documentation.

Summary of Core Tools

Category	Tools
Course Content Checks	Canvas Accessibility Checker, Ally, WAVE
Multimedia	YouTube Studio, Amara, Kapwing (for captions)
Web & HTML	Axe DevTools, SiteImprove, WebAIM Contrast Checker
Screen Reader Simulation	NVDA (Windows), VoiceOver (Mac), JAWS (if licensed)
Docs & Slides	Microsoft Accessibility Checker, Grackle for Google

Closing Philosophy

"Accessibility is a shared responsibility, not an individual task."
By combining scalable tools, instructor support, and regular review, we ensure
digital content is not only ADA-compliant but truly inclusive and student-centered.