Canvas Rich Content Editor
Accessibility Checklist

☐ **Page Headings:** [Paragraph ▾]

Structure your content with headings by using the Paragraph dropdown in the toolbar.

☐ **Text Alternatives:** [🖼]

Describe images by entering text in the Alt field in the dialog that appears when you click the Embed Images button in the toolbar, or else tick the Decorative Image checkbox in that dialog if the image doesn't convey information.

☐ **Contrast:** [A ▾]

Ensure sufficient contrast between text color and its background.

☐ **Table Headers:** [⊞ ▾]

Make the cells in the first row and/or column in your table into headers by choosing Header from the Type dropdown in the Row Properties or Column Properties dialog, which you can get to through the Table button menu in the toolbar.

☐ **Meaningful Link Text:** [🔗]

Provide link text that tells the user where they are going or what the title of a document is. Links that just say "click here" aren't as useful.

☐ **Lists:** [☰ ▾] [≣]

Format lists with the Bullet List or Numbered List buttons in the toolbar.

☐ **Captions:** [✳]

Ensure videos you've added using the toolbar's Embed Kaltura Media button have captions. To do this, from the Media Gallery tool available in Courses Navigation Menu, click on the video preview for the video you want to add captions to. On the page that appears, click the Actions dropdown and choose Order Captions. Then, click the Order Captions button, which will automatically generate captions for you.

☐ **Check Accessibility:** [♿]

To verify that your content is accessible, click the Check Accessibility button in the toolbar. It won't catch everything, but it's a start!

Learn More

For more information, check out the Canvas Guide, "General Accessibility Design Guidelines", at https://cutt.ly/canvas-access

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Documents

Documents you provide to your students, such as Word, PowerPoint, or PDF files should also be accessible, and most of the same principles listed previously still apply. To learn how to make these documents accessible, check out the following:

- Make your PowerPoint presentations accessible (https://cutt.ly/ppt-access)

- Make your Word documents accessible (https://cutt.ly/word-access)

- To make accessible PDFs, the best strategy is to ensure the original documents you made the PDFs from are accessible. If you don't have access to those, you can: Use Acrobat Pro to create and verify PDF accessibility (https://cutt.ly/pdf-access)

Scan Site with UDOIT

You can also run an accessibility scan of your course site as a whole using the UDOIT tool available from the Courses Navigation Menu, which is the column to the left of the Main Region.

Information on what UDOIT will check for can be found here: https://cutt.ly/udoit