Accessibility Checklist for
Thriving Online: A Guide for Busy Educators

Organizing content

Content is organized under headings and subheadings. ☑

Headings and subheadings are used sequentially (e.g., Heading 1, Heading 2). ☑

Images

Images that convey information include alternative text (alt text) descriptions of the image's content or function. ☑

Graphs, charts, and maps also include contextual or supporting details in the text surrounding the image. ☑

Images do not rely on colour to convey information. ☑

Images that are purely decorative do not have alt text descriptions. (Descriptive text is unnecessary if the image doesn't convey contextual content information). ☑

Links

The link text describes the destination of the link and does not use generic text such as "click here" or "read more." ☑

If a link will open or download a file (like a PDF or Excel file), a textual reference is included in the link information (e.g., [PDF]). ☑

Links do not open in new windows or tabs. ☑

If a link must open in a new window or tab, a textual reference is included in the link information (e.g., [NewTab]). ☑

Tables

Tables include row and column headers. ☑

Row and column headers have the correct scope assigned. ☑

Tables include a caption. ☑

Tables avoid merged or split cells. ☑

Tables have adequate cell padding. ☑

Multimedia   N/A

A transcript is available for each audio resource including relevant non-speech content.

Transcript includes:

speaker's name

all speech content

relevant descriptions of speech

descriptions of relevant non-speech audio

headings and subheadings

Videos have captions of all speech content and relevant non-speech content.

Videos include audio descriptions of contextual visuals (e.g., graphs, charts).

Formulas   N/A

Simple equations use symbols that will be correctly interpreted by screen readers (for example, minus signs and not hyphens).

Complex equations are written in MathML or written in such a way they can be translated into MathML (for example, written in LaTeX and rendered with MathJax).

Equations are images with alternative text descriptions if MathML is not an option.

Font size

Font size is 12 point or higher for body text. ☑

Font size is 9 point for footnotes or endnotes. ☑

Font size can be zoomed to 200%. ☑