# MiraCosta College Accessibility Checklist

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|  | Fonts  * Heading levels (Heading 1, Heading 2, etc.) are used in correct order * Fonts, colors, formats (bold, italics) are not used in lieu of heading styles * Use readable fonts and font sizes |
|  | Lists  * Lists are created using the bullet or numbered list tool |
|  | Links  * Links are identified with meaningful and unique text * Do not use terms like “click here”, “select this”, “on the left”, “see right” * Linked pages should also be accessible |
|  | Tables  * Column and/or row header cells are designated so that screen readers can read table cells in the correct order * A table caption is included for more complex tables * Tip: Use the [Canvas Accessibility Checker](https://support.google.com/docs/answer/6282736?hl=en&ref_topic=6039805) when making tables |
|  | Color  * There is sufficient color contrast between foreground text and background * [Use the WebAIM: Color Contrast Checker](https://webaim.org/resources/contrastchecker/) * Color is not used as the only means of conveying information, adding emphasis, indicating action, or otherwise distinguishing a visual element |
|  | Images  * Avoid images with lots of text (e.g. infographics) * All images have appropriate alternative text * Decorative images should indicate no alternative text (alt text=“”) * Alternative text does not contain “image of”, “picture of”, file name (“.jpg”) |
|  | Content  * Use specific naming devices (“Unit 1 Quiz” and not “Weekly Quiz”) * Divide large blocks of text into smaller more manageable sections * Language level is appropriate for the class using [Readability Analyzer](https://datayze.com/readability-analyzer.php) * Read text aloud to ensure content and directions make sense * Reading order is correctly set so that content is presented in the proper sequence when using screen readers and other assistive technologies |
|  | Slides  * Each slide has a unique title * Slides are created using built-in accessible slide layouts * All text is visible in Outline View |
|  | Spreadsheets  * Spreadsheets include labels for the rows and columns * Include detailed labels for charts * Include descriptions that draw attention to key cells, trends, and totals |
|  | Video  * Avoid videos with text that does not have accompanying captioning * All video must have accurate captions * If a video has no audio or instructionally relevant soundtrack, a note explaining that should accompany the video * Videos (including gifs) do not blink or strobe * Video content should not be set to auto-play |
|  | Audio  * Audio files inside the course management system and external audio-only content linked to from within the course needs transcripts * Audio content should not be set to auto-play |
|  | Live Captions  * Live broadcast and synchronous video conferences must include a means for displaying synchronized captions if requested * [CCC Confer Zoom Instructions](https://tic.miracosta.edu/campus-teaching-technologies/conferzoom/) |
|  | Accessibility Checkers  * [Canvas Accessibility Checker](https://support.google.com/docs/answer/6282736?hl=en&ref_topic=6039805) * [Microsoft Word Accessibility Checker](https://support.office.com/en-us/article/make-your-word-documents-accessible-to-people-with-disabilities-d9bf3683-87ac-47ea-b91a-78dcacb3c66d?ocmsassetID=HA101999993&CorrelationId=647a95c1-5089-4679-9e1c-ab6780d7be63&ui=en-US&rs=en-US&ad=US) * [Microsoft PowerPoint Accessibility Checker](https://support.office.com/en-us/article/make-your-powerpoint-presentations-accessible-6f7772b2-2f33-4bd2-8ca7-dae3b2b3ef25?ocmsassetID=HA102013555&CorrelationId=70a01db8-5a8f-4e78-8637-8846f897b162&ui=en-US&rs=en-US&ad=US) * [Adobe Accessibility Checker](https://www.adobe.com/content/dam/acom/en/accessibility/products/acrobat/pdfs/acrobat-x-accessibility-checker.pdf) (PDF) * [Google Drive Accessibility Suggestions](https://support.google.com/docs/answer/6282736?hl=en&ref_topic=6039805) |

MiraCosta College Support

[Disabled Students Programs and Services (DSPS)](http://www.miracosta.edu/studentservices/dsps/index.html) Oceanside 3000, 760.795.6658

[Teaching/Technology Innovation Center (TIC)](https://tic.miracosta.edu/requests/) Oceanside 1254, 760.795.6787