



Canvas Digital Accessibility Checklist

Course Information and Files

- Course syllabus is provided in an accessible format (Canvas content page, Word, Google Doc, PDF). An [accessible syllabus template](https://www.mtu.edu/ctl/instructional-resources/syllabus/) is available [https://www.mtu.edu/ctl/instructional-resources/syllabus/]
- Syllabus includes statement of support for students with disabilities
- Course files have concise and descriptive names

Documents (PDF, Word, Google Docs)

- Proper heading structure (H1 for documents, H2-H6 for subsections)
- Alternative text present for all images (except decorative images)
- Long descriptions present for complex images
- Descriptive hyperlinks present that describe destination (avoid 'click here', 'more info')
- Tables have proper structure, including header rows and columns. Avoid merged cells where possible. Add table captions in your document editor
- Lists created with built-in list elements in editor toolbar
- Adequate color contrast is available for all document text and other elements (use a contrast checker for foreground and background elements such as [Colour Contrast Analyser \(CCA\)](https://www.tpgi.com/color-contrast-checker/)) [https://www.tpgi.com/color-contrast-checker/]
- Avoid using color alone for meaning (provide text cues)
- Add a title in the document properties section (File > Info > Properties)
- Specify the document language for screen readers

Presentations (PowerPoint, Google Slides)

- Use accessible slide templates with proper heading structure
- Ensure sufficient color contrast between text and background
- Use large, readable fonts (at least 18 pt for body text)
- Alternative text for all images, charts, and diagrams
- Provide transcripts or closed captions for embedded media
- Ensure slide content in proper reading order (can be navigated by a screen reader)

Images and Graphics

- Alternative text for all images
- Decorative images tagged appropriately
- Long descriptions available for complex images (diagrams, graphs)

- Text within images is large enough, uses high contrast, and is included in alternative text descriptions

Multimedia (Instructional Videos, Audio)

- Accurate closed captions available for all videos
- Accurate transcripts for all audio content
- Ensure video players are keyboard accessible
- Avoid auto-play on videos or provide controls to stop them

Canvas Content Pages (HTML Pages)

- Use H2 for main section headings (H1 is reserved for the page title in Canvas)
- Ensure sufficient color contrast for all text
- Alternative text for embedded images, long description available for complex images
- Use built-in list elements in the toolbar for ordered and unordered lists
- Proper table structure (with headers and captions)
- Descriptive hyperlinks include destination (avoid 'click here', 'more info')

Accessible Math Expressions

- For content pages use the Canvas equation editor or [EquatIO](#) (available as a plugin in Canvas content editor) to create math expressions. If Word documents are necessary, use the Word equation editor or [EquatIO](https://www.texthelp.com/products/equatio/) [https://www.texthelp.com/products/equatio/]. For PDF files (not recommended) ensure images of math expressions have accurate alternative text descriptions included

References

- [Accessible instructional materials](#), (CTL resource page)
- Ally
 - [Course accessibility report](#)
 - [Ally Quick start guide for instructors](#)