Checklist for Accessibility

Introduction to Field Placement by Melanie Jones

Completed by Amanda Baker Robinson on February 24, 2022

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

☑ A transcript is available for each audio resource including relevant non-speech content. *Note: transcripts and captioning are provided by YouTube, so this item is partially met.*

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). *Not applicable.*

Formulas

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

☐ 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). *Not applicable.*

☐ Equations are images with alternative text descriptions if MathML is not an option. *Not applicable.*

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%.