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Look for accessible:

- x Fonts, colors and layout
  - o Font style is san-serif (examples . Verdana, Arial, Calibri, etc.)
  - o Contrast between text and background is sufficient
  - o When color is used, it is not the only means of emphasis (also use bold, italics, etc.)
- x Hyperlinks are descriptive in nature . ~~102~~ . and the links open in a new window.
- x Animations and Interactions
  - o Powerpoints or other presentations do not contain animated transitions, moving text or graphics.
  - o Descriptive text is used to fully describe necessary animations.
  - o All interactions contain accessible controls.
- x Images
  - o All images contain descriptive, clear and concise alternative text.
  - o Images are not magnified, pixelated or distorted.
- x Videos
  - o Videos contain accurate closed captions and a transcript.
  - o Auditory equivalents exist for crucial visual elements (such as the explanation of a graphic).
- x Documents
  - o For word documents, styles are used to format and organize the content.
  - o Images have descriptive alternative text.
  - o For Excel spreadsheets, the tabs and uniquely labeled and column and row headers are specified.
  - o PPT slides are labeled, layouts are used for each slide and reading order is set.
  - o PDFs are accessible and searchable to screen readers.