


Wright State Online

Accessibility Checklist

Wright State University is deeply committed to fostering an inclusive and accessible learning environment. Our dedication to accessibility is evident in our continuous efforts to ensure that all educational materials and online content meet the highest accessibility standards, thus guaranteeing that every student, regardless of ability, can fully participate in and benefit from our educational offerings.

The form is adapted from an original accessibility report developed by the [University of North Texas Center for Learning Experimentation Application & Research \(CLEAR\)](#), WCAG, and QM standards for accessibility. By incorporating and customizing these established guidelines, Wright State University aims to uphold and extend the practices of accessibility excellence, demonstrating our ongoing commitment to creating a barrier-free educational environment.

 **Disclaimer:** This checklist is provided as a general guide and is only for informational purposes. It does not constitute legal or professional advice. Please consult a qualified expert or legal counsel to ensure compliance with all applicable standards and regulations.

Faculty: Click or tap here to enter text.

Reviewer: Click or tap here to enter text.

Course: Click or tap here to enter text.

Date: Click or tap to enter a date.

Pilot URL: Click or tap here to enter text.

Check Type: Choose an item.

Task	Standard Reference	Details	Need Help?	Status
Keyboard Navigation & Responsive Design	QM 8.1 & 8.6 / WCAG 1.4.10, 2.1, & 2.4.3	Ensure all interfaces support keyboard navigation and are responsive.	WebAIM Keyboard Accessibility	<input type="checkbox"/>
Headings & Lists	QM 8.2 / WCAG 2.4.6 & 1.4.10	Use accessible headings, lists, and tables to organize content.	W3C Using Headings Microsoft Support Accessibility Headings	<input type="checkbox"/>
Tables	QM 8.3	The tables are kept simple. Avoid merging cells, empty cells, and embedding tables within a table.	Accessible Tables	<input type="checkbox"/>
Text Formatting	QM 8.2 & 8.3 / WCAG 1.4.12	Apply accessible text formatting, including adjustable sizes and spacing.	Accessible Digital Office Documents: Word	<input type="checkbox"/>
Accessible Links	QM 8.2 & 8.3 / WCAG 2.4.4	Ensure hyperlinks are descriptive and meaningful. Always set links to open in a new window.	W3C Link Accessibility	<input type="checkbox"/>
Accessibility and Usability Testing	QM 8.3 / WCAG 2.1.1	Regularly test course materials and interfaces for accessibility issues.	W3C Easy Checks	<input type="checkbox"/>
Third-Party Content Accessibility	QM 8.7 / WCAG 2.4	Ensure third-party content meets accessibility standards.	Selecting Accessible Third-Party Content	<input type="checkbox"/>
Shapes & Color Contrast	QM 8.2 / WCAG 1.4.3 & 1.4.1	Ensure sufficient contrast and avoid color-only information.	WebAIM . Color Contrast Checker	<input type="checkbox"/>
Graphics & Alt Text	QM 8.4 / WCAG 1.1.1	Provide alternative text for all visual content.	Alt Text Guide	<input type="checkbox"/>

Task	Standard Reference	Details	Need Help?	Status
Video Captions & Audio Transcripts	QM 8.5 & QM 8.6 / WCAG 1.2.2 & 2.2.2	Include captions for videos and transcripts for audio content.	Captioning on YouTube	<input type="checkbox"/>
Control Over Media Playback	WCAG 2.2.2	Provide controls to pause, stop, or hide moving, blinking, or scrolling information.	WCAG 2.2.2 Guidelines	<input type="checkbox"/>
Pilot Accessibility	QM 8.1, 8.2	<ul style="list-style-type: none"> • Implement consistent navigation and menu structure so students can easily navigate the course. • Follow the 3-click rule; no more than three clicks to get the needed information. • Minimizing page scrolling increases ease of accessibility via keyboard navigation 	Pilot Quality Course Template D2L Accessibility Checker	<input type="checkbox"/>
Electronic Documents	QM 8.3 / WCAG 2.1.1	Ensure all documents are accessible, including proper tagging and compatibility with screen readers.	Adobe PDF Accessibility	<input type="checkbox"/>

Accessibility Review Summary: This section provides a concise overview of the accessibility review outcomes, highlighting critical areas of compliance and concern.

Detailed Findings and Recommendations:

Area Evaluated	Issue Description	Recommendation	Compliance Status
Keyboard Navigation & Responsive Design	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.
Headings, Lists, & Tables	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.
Text Formatting	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.
Accessible Links	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.
Accessibility and Usability Testing	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.
Third-Party Content Accessibility	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.
Shapes & Color Contrast	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.
Graphics & Alt Text	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.
Video Captions & Audio Transcripts	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.

Area Evaluated	Issue Description	Recommendation	Compliance Status
Control Over Media Playback	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.
Electronic Documents	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.

Reviewers' Notes:

Click or tap here to enter text.

Follow-up Review Date: Click or tap to enter a date.