

# Accessibility Checklist for Educators

Use this checklist to confirm the accessibility of a resource before providing to students.

## Images

Did I...

- Add alt-text to all images (unless they are only being used for decorative purposes)
- Make alt-text descriptive enough for a student to understand the purpose of the image
- Avoid starting alt-text with phrases like “a picture of” or “an image of”
- Check that all images are high-quality, and will not pixelate when magnified
- Ensure that any animated images (e.g. GIFs) used are set to stop/pause after 5 seconds
- Ensure that there is no blinking or flashing in any animated images (e.g. GIFs)

## Video

Did I...

- Add closed captions to my videos
- Edit the captions for accuracy, punctuation, proper capitalization, etc.
- Review my captions to ensure that captions line up with the audio
- Ensure that all audio is included in the captions, not just narration (e.g. a ringing phone, doorbell, clapping, etc.)
- Create a transcript for my video

## Audio

Did I...

- Create a transcript
- Ensure audio is clear and does not have distracting background noise
- Ensure audio is not set to auto-play

## Text

Did I...

- The document is well-structured and clearly laid out.
- The document contains headings to clearly differentiate sections
- Headings are created using the text styles of the editing software
- Heading levels have been used sequentially, and no levels have been skipped
- The text of all hyperlinks describes the content of the linked page
- Hyperlinks on web pages have been set to open in the same window

## Colour

Did I...

- Check to ensure the contrast between the foreground and the background is high
- Ensure that colour is never the only indicator used for interactive elements