Canvas Course Accessibility Checklist

This checklist is designed to support you in evaluating the content within your Canvas course. By reviewing each item, you can proactively identify and address potential accessibility barriers.

These recommendations are for elements in Canvas that are editable in the Rich Content Editor (RCE).

1.0 | Formatting

- ☐ Are heading styles used to divide content and create structure?
- ☐ Are headings used in a logical, hierarchical order (H1, H2, H3, etc.), avoiding skipped levels?
- ☐ Are pages titled to describe the purpose or topic of the content on the page?
- ☐ Is content designed responsively (e.g. banners are set to 100% width of the page and adjust in size as the page size changes)?
- ☐ Is content formatting consistent (e.g font, font size, etc.)?

2.0 | Lists

- ☐ Are lists that need an order formatted as numbered lists?
- ☐ Are lists that do not need an order formatted as bulleted lists?

3.0 | Tables

- ☐ Are tables used exclusively for tabular data and not for layout?
- ☐ Do tables include headings and captions?

4.0 | Links

- ☐ Are links descriptive and meaningful (e.g. "Read the full course syllabus" instead of "click here.")?
- ☐ Are there at least 2 ways to access content (e.g. include a link to modules on the home page & navigation menu)?

5.0 | Color

- ☐ Does text have a color contrast ratio of 4.5:1 for regular text or 3:1 for large text?
- ☐ Is color not used by itself to convey meaning (e.g. bolding vocabulary words rather than highlighting them in red)?

6.0 | Images

- [ ] Do all images have alternative text appropriately applied?
- [ ] Are complex images described appropriately in the content?
- [ ] Are decorative images marked as decorative?
- [ ] Do moving graphics stop after 3 seconds?
- [ ] Are there any images of text that need to be converted to actual text?

7.0 | Media

- [ ] Do pre-recorded videos files contain captions?
- [ ] Do pre-recorded audio files include transcripts?
- [ ] Do video-only (no audio in video) files include a transcript or audio describing what happens in the video?
- [ ] Are auto-playing videos either limited to 3 seconds or less, or do they provide user controls for pausing, stopping, or muting?

8.0 | Other Considerations

- [ ] Is it possible to convert PDFs into a Canvas page?
- [ ] Are your PDFs accessible? Read more: W3C - PDF Techniques for WCAG 2.0
- [ ] Have additional documents, slide decks, and/or spreadsheets been checked for accessibility?
- [ ] Is content embedded within LTIs used in the course accessible?

Thanks!

Thanks for using our checklist. We have developed this resource with WCAG 2.1 A and AA guidelines in mind and encourage you to learn more about the complete set of content accessibility recommendations from W3C. Our learning and design consultants at Instructure are always ready to help your organization create a cycle of success with Canvas and other Instructure tools through services that support your instructional design and accessibility needs!

If you would like to learn more about our Design Service offerings or inquire about our *Practical Accessibility Checklist* Canvas Course that is aligned to this checklist, please contact your CSM team.