# **UNF logo Canvas Course Accessibility Checklist**

| **Items to Check** | **Yes (Pass)** | **No (Fail)** | **N/A** |
| --- | --- | --- | --- |
| All files scanned by Ally have an Accessibility Score of 67% or higher.  |  |  |  |
| Accurate closed captions and/or transcripts are provided for audiovisual materials.  |  |  |  |
| File names do not contain spaces and/or special characters. All document file names are concise and make the contents of the file clear.  |  |  |  |
| Documents and instructional materials utilize recommended fonts (i.e., Times New Roman, Arial, and Calibri). Default settings for font and color in Word, PowerPoint, and the Rich Content Editor (RCE) in Canvas are generally accessible.  |  |  |  |
| Documents and instructional materials refrain from using flashing/flickering and/or animated text or images. |  |  |  |
| Copy/paste URLs are avoided, and the hyperlink tool is used instead. Avoid generic phrases like “click here” instead, use phrases that convey to users the content of the linked page. |  |  |  |
| All URLs link to the correct web destinations and are keyboard accessible.  |  |  |  |
| All colors meet the color contrast ratio between foreground and background color of at least 4.5:1. Please use the [WebAIM Color Contrast Checker](https://webaim.org/resources/contrastchecker/) to verify. Unsure? Black text on a white background has the highest contrast. |  |  |  |
| Using color as the only way to convey meaning (color reliance) is avoided.  |  |  |  |
| Avoid pseudo-headings (headings created using increased font size and bold typeface) and use headings available in the “Styles” section in Word/PowerPoint and the “Paragraph” drop-down in Canvas instead.  |  |  |  |
| Heading styles are organized in a hierarchal fashion in consecutive order with no missing heading levels.  |  |  |  |
| All images and non-text elements that convey information contain appropriate and meaningful alternative text descriptions.  |  |  |  |
| Complex images, like charts and graphs, have a caption or a description in nearby text.  |  |  |  |
| Documents and instructional materials refrain from using blank cells in tables or blank spaces—instead, format using spacing options.  |  |  |  |
| All tables have a logical reading order and an indicated header row that repeats across pages.  |  |  |  |

For further questions, please contact CIRT at cirtlab@unf.edu or **(904) 620-3927.**