

# Accessibility Checklist for Faculty

Course Readings & Materials	Blackboard and Online Content	Video and Audio Content	Course and Exam Administration
<ul style="list-style-type: none"> <li>❖ Documents shown via projector and/or online are easy to view and have proper color contrast.</li> <li>❖ Handouts are available online in accessible formats for use with assistive technology such as text or screen readers, and magnification tools.</li> <li>❖ Articles are provided as a text-based electronic copy (usually a PDF, or a clean scan of an original).</li> <li>❖ <a href="#">Check for accessibility issues with your document with the Microsoft Office Accessibility Checker.</a></li> <li>❖ <a href="#">Create accessible PowerPoint presentations.</a></li> <li>❖ <a href="#">Create accessible Word documents.</a></li> <li>❖ <a href="#">Create accessible PDF documents.</a></li> </ul>	<ul style="list-style-type: none"> <li>❖ Content is easy to navigate and comprehend (e.g., folders, files, and modules have informative labels, e.g.,: “Week Two: Topic” instead of “files”. )</li> <li>❖ Content has contrasting text and background colors. Avoid using color as the sole means to convey information.</li> <li>❖ Alternative text appears with graphics and images to be accessed by screen readers. Text describes the image (alt tags or longer descriptions).</li> <li>❖ Documents uploaded to Blackboard (PDF, Word, PP) are accessible to students via screen and text readers.</li> <li>❖ Some online homework and assessment tools are not accessible with assistive tech. When purchasing a new software tool, have vendors demonstrate accessibility with various assistive tech tools.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Video(s) created and used for instructional purposes are properly captioned. <ul style="list-style-type: none"> <li>▪ SDS provides video captioning as needed by students with hearing disabilities. Video content will be needed well in advance of use in course.</li> <li>▪ <i>Academic Technologies</i> can assist with captioning options for videos that you own or have permission to caption. Please contact: <a href="mailto:acadtech@cornell.edu">acadtech@cornell.edu</a>. There is a fee for this.</li> </ul> </li> <li>❖ Use of videos captioned by YouTube are reviewed for accuracy before using.</li> <li>❖ Captions are added to narrated PowerPoint presentations.</li> <li>❖ A plan is in place to provide equitable alternatives to inaccessible AV.</li> </ul>	<ul style="list-style-type: none"> <li>❖ The syllabus has a statement inviting students to discuss access needs for your course and to provide an accommodation letter from SDS.</li> <li>❖ Alternate testing rooms are reserved at the beginning of the semester in anticipation of students with testing accommodations.</li> <li>❖ Accommodated testing rooms are reserved close to the standard time testing location. The accommodated start time for evening prelims is scheduled before 7:30 to ensure the best possible outcome for students with health needs.</li> <li>❖ A make-up exam is planned for students who are unexpectedly ill or have exam conflicts.</li> <li>❖ Have met with students who have deadline or attendance flexibility to discuss reasonable modifications in your course.</li> <li>❖ Office hours and field trips are accessible to all students.</li> </ul>

For more information, please contact: [sds\\_cu@cornell.edu](mailto:sds_cu@cornell.edu) or visit: Student Disability Services <https://sds.cornell.edu/resources/faculty-staff>