# Canvas Accessibility Checklist

For general LMS accessible design guidelines, see the [Accessibility Course Design Fundamentals](https://go.illinois.edu/a11ydesignchecklist).

## [ ] Use Headings to Provide Logical Structure

1. Open the **Rich Content Editor**.
2. Select the text that you want to make into a heading.
3. Select **Paragraph** from the **Rich Content Editor** to open a dropdown menu of heading styles.
4. Choose the heading that fits the topical organization or your content, starting with Heading 2.

## [ ] Use Ordered/Unordered Lists to Group Related Items

1. Open the **Rich Content Editor**.
2. Select the dropdown arrow next to the **list icon**.
3. Choose your preferred list format from the menu.

## [ ] Use Tables for Tabular Data and Provide a Table Caption

1. Open the **Rich Content Editor**.
2. Select the intended table. Selection is indicated with blue handles at each corner of the table. If you have not yet created the table, you can do so in the **Table menu**.
3. Click the **More icon** (a vertical set of three dots).
4. Click the **Table icon** in the toolbar.
5. Select **Table properties**.
6. Check the **Show caption** box.
7. Save the changes in the **Table Properties** menu.
8. Now the caption field will be available. Enter the caption into this field.
9. Save changes to the Canvas page.

## [ ] Use Alt Text for Informative Images

1. Open the **Rich Content Editor**.
2. Select the intended image.
3. Click **Image Options**.
4. Enter your description in the **Alt Text field**. If your image is decorative, select **Decorative Image** instead.
5. Save your changes to the Canvas page.

## [ ] Use Meaningful Text for Links

Avoid link text like “more,” “click here,” or “here” that has no clear meaning out of context. Clear link text is helpful for everyone, especially assistive technology users who often pull up a separate list of links on a page that need to make sense out of their immediate context.

### **Creating Accessible External Links**

1. Open the **Rich Content Editor**.
2. Highlight the intended hyperlink text.
3. Select the **Link icon** to bring up the **Link Options** window.
4. Select **External Link**.
5. Copy the desired URL to your clipboard.
6. Paste the URL into the **Link** field.
7. Click **Done**.
8. Select **Save** in the corner of the **Rich Content Editor** to save the changes to the page.

### **Creating Accessible Course Links**

1. Open the **Rich Content Editor**.
2. Click the **Link** icon.
3. Select **Course Link** to bring up the **Add** window.
4. Use the **Search bar** to search for the intended resource, or use the dropdown menus beneath the search bar to locate the resource manually.
5. Select the intended resource.
6. Select **Save** in the corner of the **Rich Content Editor** to save the changes to the page.

## [ ] Use Sufficient Color Contrast

Use a free tool like [WebAIM’s Contrast Checker](https://webaim.org/resources/contrastchecker/) to ensure sufficient color contrast between the foreground (text or graphics) and background. Be sure to check the color contrast of any links as well (see [WebAIM’s Link Contrast Checker](https://webaim.org/resources/linkcontrastchecker/)).

1. Use the **checker’s dropper tools** to select the **foreground** and **background** colors.
2. The **checker results** indicate whether selected colors meet accessibility standards.
3. The checker’s **slider tool** can be used to adjust colors as needed.

## [ ] Audio and Video Content is Accessible

* Audio-only content is accompanied by a transcript.
	+ See [Make Your Course Accessible – Audio Transcripts](https://citl.illinois.edu/citl-101/teaching-learning/make-your-course-accessible/captioning-transcripts-and-audio-description#audiotranscripts) for more information.
* Videos have captions that are at least 99% accurate.
	+ See [Make Your Course Accessible – Video Captioning](https://citl.illinois.edu/citl-101/teaching-learning/make-your-course-accessible/captioning-transcripts-and-audio-description#videocaptioning) for more information.

## [ ] Run the Built-in Accessibility Checker

Canvas’s built-in accessibility checker doesn’t check for everything, but it can help identify some remaining issues that may have been overlooked.

1. Click **Edit**in the top-right of your Canvas page to open up the Rich Content Editor (RCE).
2. Select the **Accessibility Checker (AC) icon** under the editing box. (It looks like a person with outstretched arms in a circle.) If you see a number by the icon, the AC is notifying you of accessibility problems within the page.
3. Once you have fixed an issue, click on**Apply** in the bottom right corner of the AC sidebar.
4. If there are more issues, click **Next** in the bottom of the sidebar to move to the next issue.
5. Once all identified issues have been resolved, you’ll be awarded with confetti and balloons!

## Additional Resources

* [Canvas Tools and Features for Enhancing Accessibility](https://citl.illinois.edu/citl-101/teaching-learning/make-your-course-accessible/learning-management-system-accessibility/canvas-accessibility-guides/canvas-tools-and-features-for-enhancing-accessibility)

**Important:** If you are working with a student with a letter of accommodation for accessible documents in your course or you have received a request from a student regarding document accessibility, you must reach out to [DRES Accessible Media Services](http://dres-accessible-media@illinois.edu./) (dres-accessible-media@illinois.edu) for assistance.