# Moodle Accessibility Checklist

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

## [ ]  Use Headings to Provide Logical Structure

1. Enable **Edit** mode in the top right corner of your screen.
2. Highlight the text you want to format as a heading (e.g., Overview, Instructions, Grading, etc.).
3. In the upper-left corner of the Editor, select the **Paragraph Styles** function (which looks like the letter A with a dropdown option) to open a dropdown menu of heading styles.
4. Choose the heading that fits the topical organization of your content (starting with Heading 2).
5. If you want the headings to be a certain size or format, pick the appropriate heading level first, then adjust the formatting as desired.

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

1. Enable **Edit** mode.
2. Select the appropriate list icon, the bullet point list or the numbered list, depending on your content.
3. Choose your preferred list convention from the menu.

## [ ] Use Tables for Tabular Data and Provide Headers and Captions

1. Enable **Edit** mode.
2. Click the arrow in the upper left corner to display all of the editing options.
3. Select the table icon to open the table creation menu.
4. Write a caption for your table in the appropriate section of the table creation box.
5. On the drop-down menu for defining headers, choose the option "Both."
6. Choose a position for your caption: "top" will display it above the table and "bottom" will display it below the table.
7. Select the number of rows and columns in your table, then customize it as you'd like.
8. Click the **Create table** button. The box will close, and a blank table will appear on your Moodle page.
9. Fill in the caption and headers for your table, then input tabular data into the cells.
10. Click **Save and return to course**.

## [ ] Use Alt Text for Informative Images

1. Enable **Edit** mode.
2. Select the intended image.
3. Click the **Image Properties** icon (it's the same icon you use to insert an image).
4. Add alt text to the box labelled, "Describe this image for someone who cannot see it." If your image is decorative, select **This image is decorative only**.
5. Click **Save image**.
6. Make sure you save your changes to the page before moving on.

## [ ] 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.

1. Enable **Edit mode**.
2. Highlight the intended hyperlink text.
3. Locate and select the **Link icon** to bring up the **Create link** window.
4. Copy the desired URL to your clipboard.
5. Paste the URL into the **Link**field.
6. Click **Create link**.

## [ ] 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/)).

* Use the **checker’s dropper tools** to select the **foreground** and **background** colors.
* The **checker results** indicate whether selected colors **meet** **accessibility standards**.
* 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.

## Additional Resources

* [Moodle Tools and Features for Enhancing Accessibility](https://citl.illinois.edu/citl-101/teaching-learning/make-your-course-accessible/learning-management-system-accessibility/moodle-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.