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| ✓ | Item | Description | Notes |
| **▢** | **Accessibility Statement** | * Include the syllabus statement on accommodating disabilities that is on the accessibility.psu.edu site.
* Every web page in the course must include a statement or a link to a statement referring to the University's commitment to accessibility with a link to a designated contact position within the department or college.
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| **▢** | **Headings** | * Start with an h3 tag in the page content if you use a template that uses the h1 and h2 tags. Otherwise start with h1.
* Only one h1 tag can be on a page.
* Use heading tags in order down to h6.
* Use descriptive heading text to aid with page searchability and readability.
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| **▢** | **Links** | * Use descriptive link text rather than the URL (e.g. Google Search, not [www.google.com](http://www.google.com)).
* Links can include a title tag to provide supplementary information if needed. The title tag should not be the same as the link text.
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| **▢** | **Tables** | * Use table headings (th tags) to identify row and column headers.
* Use a caption to display the table title.
* Use the summary tag to describe the type of information in the table and how to interact with the information.
* Use the simplest table possible. It is better to use several simple tables rather than a complex table with merged cells.
* Do not use tables for layout and design purposes; Use CSS instead.
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| **▢** | **Color Contrast** | * Maintain a 4.5:1 color contrast ratio between paragraph text and background.
* Maintain a 3:1 color contrast ratio between 18+ pt font or 14pt font with bold, and the background.
* Images and graphics should also maintain good contrast between elements.
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| **▢** | **Images** | * Use alt tags for all images. Alt tag text should describe the image so that it makes sense in context.
* Alt tags should be 125 characters or fewer, otherwise use a long description.
* Use an empty alt tag (alt=””) or an alt tag with a space (alt=” “) for a decorative image. The one you choose will depend on the system you are using.
* Use a long description for complex images if the page text does not provide enough information.
* Give the image itself a descriptive file name.
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| **▢** | **Multimedia** | * Videos need to be captioned and transcribed.
* Audio files need to be transcribed.
* Visual demonstrations need a text or audio description.
* Interactive elements (Flash, JQuery, Canvas, etc.) need a text-based alternative when the element is not keyboard accessible and all the elements are not labeled correctly.
* Make sure media files don’t play automatically when a user enters the site.
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| **▢** | **Math** | * Math formulas and symbols need to be coded for a screen reader. The recommended standard is to use MathML.
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| **▢** | **Documents** | * Use HTML pages if possible.
* Documents in other formats, such as Word Docs or PDFs must be made accessible. (Word docs are easier to work with than PDFs.)
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| **▢** | **LMS/CMS** | * Research accessibility and plan ahead.
* Information on the University LMS can be found on accessibility.psu.edu.
* Information about each CMS will have to be researched independently.
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| **▢** | **Technologies** | * Identify the technology used in the course. (e.g. Yammer, VoiceThread, Adobe Connect, Google docs, etc.)
* Research the accessibility of each technology and make a decision about continued use based on your research.
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