SkillsCommons Accessibility Checkpoints

The California State University and MERLOT has designed a framework that will provide the accessibility community a systematic and easy-to-use method to add their comments and evaluations concerning the accessibility of TAACCCT resources.

The accessibility checkpoints outlined below are designed to enable the accessibility community to provide useful and quality information concerning digital course materials so they will usable by all students irrespective of disability status. The framework is built upon the Section 508 technical standards but has been organized and tailored to the unique characteristics of digital resources used in higher education courses.

The term 'Assistive Technology', as used herein, includes, but is not limited to, the following:

A. Accessibility features of desktop operating systems (e.g. high-contrast display themes, settings from the Keyboard and Mouse control panels)
B. Accessibility-related software included with desktop operating systems (e.g. VoiceOver, Microsoft Narrator)
C. Third-party accessibility software and hardware:
D. Screen readers (e.g. JAWS, Window Eyes)
E. Magnification software (e.g. ZoomText Magnifier/Reader, MAGIC Pro with Speech)
F. Reading software for users with learning disabilities (e.g. Read and Write Gold, Kurzweil 3000)
G. Refreshable Braille displays

SkillsCommons Accessibility Checkpoints

1. Accessibility Documentation

A. The organization providing the online materials has a formal accessibility policy.
1. Specify URL:
B. The organization providing the online materials has an accessibility statement.
1. Specify URL:
C. An Accessibility Evaluation Report is available from an external organization.
1. Specify URL:

Additional Information:

2. Text Access

A. The text of the digital resource is available to assistive technology that allows the user to enable text-to-speech (TTS) functionality. ◯ Yes ◯ No

1. The resource offers the ability to adjust the TTS speed and voice/engine selection (or is rendered by an application such as a browser, media player, or reader that offers this functionality).

Additional Information: Please describe the technologies (hardware and software versions) and methodologies you used to evaluate the accessibility of the resource for this feature.

[ ]

3. Text Adjustment

A. Text is compatible with assistive technology. ◯ Yes ◯ No
B. The resource allows the user to adjust the font size and font/background color (or is rendered by an application such as a browser, media player, or reader) that offers this functionality. ◯ Yes ◯ No

Additional Information: Please describe the technologies (hardware and software versions) and methodologies you used to evaluate the accessibility of the resource for this feature.

[ ]

4. Reading Layout

A. Text of the digital resource is compatible with assistive technology that allows the user to reflow the text by specifying the margins and line spacing (or is rendered by an application such as a browser, media player, or reader that offers this functionality). ◯ Yes ◯ No
B. If the digital resource is an electronic alternative to printed materials, the page numbers correspond to the printed material. ◯ Yes ◯ No

1. This correspondence is also preserved when a reflow function is enabled. ◯ Yes ◯ No

Additional Information: Please describe the technologies (hardware and software versions) and methodologies you used to evaluate the accessibility of the resource for this feature.

[ ]

5. Reading Order

A. The reading order for digital resource content logically corresponds to the visual layout of the page when rendered by assistive technology. ◯ Yes ◯ No

Additional Information: Please describe the technologies (hardware and software versions) and methodologies you used to evaluate the accessibility of the resource for this feature.

<div style="border:1px solid #000; height:120px;"></div>

6. *Structural Markup/Navigation*

A.   The text of the digital resource includes markup (e.g. tags or styles) that allows for navigation by key structural elements (chapters, headings, pages) using assistive technology (or is rendered by an application such as a browser, media player, or reader that offers this functionality). ○ Yes ○ No

B.   The text of the digital resource includes markup for bullets and numbered lists that is compatible with assistive technology (or is rendered by an application such as a browser, media player, or reader that offers this functionality). ○ Yes ○ No

C.   If the text of the digital resource is delivered within an ebook reader application, a method is provided that allows users to bypass the reader interface and move directly to the text content that is compatible with assistive technology. ○ Yes ○ No

Additional Information: Please describe the technologies (hardware and software versions) and methodologies you used to evaluate the accessibility of the resource for this feature.

<div style="border:1px solid #000; height:120px;"></div>

7. *Tables*

A.   Data tables include markup (e.g. tags or styles) that identifies row and column headers in a manner that is compatible with assistive technology (or are rendered by an application such as a browser, media player, or reader that offers this functionality). ○ Yes ○ No

Additional Information: Please describe the technologies (hardware and software versions) and methodologies you used to evaluate the accessibility of the resource for this feature.

<div style="border:1px solid #000; height:120px;"></div>

8. *Hyperlinks*

A.   URLs (e.g. website or email addresses) within the text of the digital resource are rendered as active hyperlinks in a manner that allows them to be detected and activated with assistive technology (or are rendered by an application such as a browser, media player, or reader that offers this functionality). ○ Yes ○ No

Additional Information: Please describe the technologies (hardware and software versions) and methodologies you used to evaluate the accessibility of the resource for this feature.

---

9. Color and Contrast

A. All information within the digital resource that is conveyed using color is also available in a manner that is compatible with assistive technology. For example, when a table contains negative values, these values should be conveyed with a leading 'minus' character in addition to (or instead of) formatting them in red. ◯ Yes ◯ No

B. The visual presentation of text and images of text in the digital resource has a contrast ratio of at least 4.5:1. ◯ Yes ◯ No

Additional Information: Please describe the technologies (hardware and software versions) and methodologies you used to evaluate the accessibility of the resource for this feature.

---

10. Language

A. The text of the digital resource includes markup that declares the language of the content in a manner that is compatible with assistive technology. ◯ Yes ◯ No

B. If the digital resource includes passages in a foreign language, these passages include markup that declares the language in a manner that is compatible with assistive technology. ◯ Yes ◯ No

Additional Information: Please describe the technologies (hardware and software versions) and methodologies you used to evaluate the accessibility of the resource for this feature.

---

11. Images

A. Non-decorative images have alternative text that is compatible with assistive technology (or is rendered by an application such as a browser, media player, or reader that offers this functionality). ◯ Yes ◯ No

B. Decorative images are marked with null alternate text or contain markup that allows them to be ignored by assistive technology. ◯ Yes ◯ No

C. Complex images, charts, and graphs have longer text descriptions that are compatible with assistive technology (or are rendered by an application such as a browser, media player, or reader) that offers this functionality). ◯ Yes ◯ No

Additional Information: Please describe the technologies (hardware and software versions) and methodologies you used to evaluate the accessibility of the resource for this feature.

```

```

12. Multimedia

  A. A synchronized text track (e.g. open or closed captions) is provided with all video content.

  ⭕ Yes ⭕ No

  B. A transcript is provided with all audio content.

  ⭕ Yes ⭕ No

  C. Audio/video content is delivered via a media player that is compatible with assistive technology. This includes support for all criteria listed in Section 15 below.

  ⭕ Yes ⭕ No

Additional Information: Please describe the technologies (hardware and software versions) and methodologies you used to evaluate the accessibility of the resource for this feature.

```

```

13. Flickering

  A. The digital resource content does not contain anything that flashes more than three times in any one-second period. ⭕ Yes ⭕ No

Additional Information: Please describe the technologies (hardware and software versions) and methodologies you used to evaluate the accessibility of the resource for this feature.

```

```

14. Science, Technology, Engineering, and Math (STEM)

  A. STEM content (e.g. Mathematics, Chemistry) is marked up in a manner that is compatible with assistive technology (or is rendered by an application such as a browser, media player, or reader that offers this functionality). ⭕ Yes ⭕ No

      1. The resource conveys both the notation (presentation) and meaning (semantics) of the STEM content. ⭕ Yes ⭕ No

Additional Information: Please describe the technologies (hardware and software versions) and methodologies you used to evaluate the accessibility of the resource for this feature.

15. Interactive Elements

    A. Each interactive element (e.g. menu, hyperlink, button) and function (e.g. annotations) allows keyboard-only operation both with and without assistive technology. ◯ Yes ◯ No

    B. Each interactive element conveys information to assistive technology regarding the element's name, type, and status (e.g. "Play, button, selected"). ◯ Yes ◯ No

    C. All instructions, prompts, and error messages necessary to complete forms are conveyed as text to assistive technology (or are rendered by an application such as a browser, media player, or reader that offers this functionality). ◯ Yes ◯ No

Additional Information: Please describe the technologies (hardware and software versions) and methodologies you used to evaluate the accessibility of the resource for this feature.

© 2012-2014 California State University (Version 1.1)

This workforce solution was created through a cooperative agreement between the U.S. Department of Labor's Employment and Training Administration and the California State University-Multimedia Educational Resource for Learning and Online Teaching (MERLOT).