



**MIDWESTERN
STATE UNIVERSITY**

A Member of the Texas Tech University System

Online Accessibility Evaluation Form

Name of Course: [Click here to enter text.](#)

Course Instructor: [Click here to enter text.](#)

Word Documents

Pass	Fail	Accessibility Item
<input type="checkbox"/>	<input type="checkbox"/>	Utilizes appropriate headings.
<input type="checkbox"/>	<input type="checkbox"/>	All images have either an alternate text, a long description, or marked as decorative.
<input type="checkbox"/>	<input type="checkbox"/>	Hyperlinks are descriptive, avoiding full URLs or generic terms such as "Click Here."
<input type="checkbox"/>	<input type="checkbox"/>	Lists are created using the list styles.
<input type="checkbox"/>	<input type="checkbox"/>	Tables have a basic layout, no blank cells, and no merged cells. Tables have a header row marked, short alt text, and does not break across pages.
<input type="checkbox"/>	<input type="checkbox"/>	Sufficient color contrast is provided. <ul style="list-style-type: none">• 4.5:1 ratio for text smaller than 18 point.• 3:1 ratio if 18 point and above.
<input type="checkbox"/>	<input type="checkbox"/>	Emphasis for important messages is not indicated only using color or text styling (bold, italics, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	Files have a descriptive file name.

PowerPoint Documents

Pass	Fail	Accessibility Item
<input type="checkbox"/>	<input type="checkbox"/>	All slides have the correct reading order.
<input type="checkbox"/>	<input type="checkbox"/>	Avoid using Blank Slide option.
<input type="checkbox"/>	<input type="checkbox"/>	Each slide has a unique title.
<input type="checkbox"/>	<input type="checkbox"/>	Videos have closed captions and audio descriptions.
<input type="checkbox"/>	<input type="checkbox"/>	All images have either an alternate text, a long description, or marked as decorative.
<input type="checkbox"/>	<input type="checkbox"/>	Hyperlinks are descriptive, avoiding full URLs or generic terms such as "Click Here."
<input type="checkbox"/>	<input type="checkbox"/>	Lists are created using the list styles.
<input type="checkbox"/>	<input type="checkbox"/>	Tables have a basic layout, no blank cells, and no merged cells. Tables have a header row marked.

Pass	Fail	Accessibility Item
<input type="checkbox"/>	<input type="checkbox"/>	Sufficient color contrast is provided. <ul style="list-style-type: none"> • 4.5:1 ratio for text smaller than 18 point. • 3:1 ratio if 18 point and above.
<input type="checkbox"/>	<input type="checkbox"/>	Emphasis for important messages is not indicated only using color or text styling (bold, italics, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	Files have a descriptive file name.

PDF Documents

Pass	Fail	Accessibility Item
<input type="checkbox"/>	<input type="checkbox"/>	Text can be highlighted and not just a scanned image or picture.
<input type="checkbox"/>	<input type="checkbox"/>	Utilizes appropriate headings.
<input type="checkbox"/>	<input type="checkbox"/>	All images have either an alternate text, a long description, or marked as decorative.
<input type="checkbox"/>	<input type="checkbox"/>	Hyperlinks are descriptive, avoiding full URLs or generic terms such as “Click Here.”
<input type="checkbox"/>	<input type="checkbox"/>	Tables have a basic layout, no blank cells, and no merged cells.
<input type="checkbox"/>	<input type="checkbox"/>	Sufficient color contrast is provided. <ul style="list-style-type: none"> • 4.5:1 ratio for text smaller than 18 point. • 3:1 ratio if 18 point and above.
<input type="checkbox"/>	<input type="checkbox"/>	Emphasis for important messages is not indicated only using color or text styling (bold, italics, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	PDFs are formatted correctly in the tags panel, including lists, tables, alt text, and headers.
<input type="checkbox"/>	<input type="checkbox"/>	Files have a descriptive file name.

Video Content

Pass	Fail	Accessibility Item
<input type="checkbox"/>	<input type="checkbox"/>	Videos have accurate closed captions.
<input type="checkbox"/>	<input type="checkbox"/>	Videos have audio descriptions.
<input type="checkbox"/>	<input type="checkbox"/>	If uploaded into D2L, files have a descriptive file name.

Audio Content

Pass	Fail	Accessibility Item
<input type="checkbox"/>	<input type="checkbox"/>	Audio files have a text transcript included.
<input type="checkbox"/>	<input type="checkbox"/>	If uploaded into D2L, files have a descriptive file name.

D2L Content (News Items, Instructions, “Create a File” Content)

Pass	Fail	Accessibility Item
<input type="checkbox"/>	<input type="checkbox"/>	Utilizes appropriate headings (if needed).
<input type="checkbox"/>	<input type="checkbox"/>	All images have either an alternate text, a long description, or marked as decorative.

Pass	Fail	Accessibility Item
<input type="checkbox"/>	<input type="checkbox"/>	Hyperlinks are descriptive, avoiding full URLs or generic terms such as “Click Here.”
<input type="checkbox"/>	<input type="checkbox"/>	Lists are created using the list styles.
<input type="checkbox"/>	<input type="checkbox"/>	Sufficient color contrast is provided. <ul style="list-style-type: none"> • 4.5:1 ratio for text smaller than 18 point. • 3:1 ratio if 18 point and above.
<input type="checkbox"/>	<input type="checkbox"/>	Emphasis for important messages is not indicated only using color or text styling (bold, italics, etc.)

Outside Resources

Pass	Fail	Accessibility Item
<input type="checkbox"/>	<input type="checkbox"/>	Any outside resources used must comply with WCAG 2.2 AA standards. This includes: <ul style="list-style-type: none"> • Videos • PDFs • Articles • Websites

If you have any questions about items on your evaluation, please contact d2lhelp@msutexas.edu.