**Assistive Technology &
Accessible Educational
Materials Center**

Checklist to Evaluate OERs for Accessibility

How to use this Checklist

This checklist is based on the [Web Content Accessibility Guidelines (WCAG) 2.1](), which provides recommendations for making web content accessible. It is not inclusive of all requirements or legal considerations. Accessibility of common elements or content in open educational resources (OERs), such as text, videos, and images is covered throughout the checklist.

Use this checklist to review an OER for accessibility by checking for each feature or formatting as identified below:

Videos

☐ Closed Captioning is available

- captions are present for live or non-live video (e.g. webinars, YouTube video, etc.)

☐ Audio Transcripts are available

- a text transcript of audio is available (as an accessible document or in HTML)

☐ Audio Descriptions are available

- an audio track that describes the relevant visual content of the video that is not naturally included in the audio portion of the video is provided (for a quick video visit [Using Descriptive Language to Increase Accessibility]().)

Images

☐ Alt Text/image descriptions are provided
- image descriptions are entered in the alt text tool or provided within the document for all images (for more information visit the [POET Training Tool]())

☐ The document is not scanned (an image)

- text is recognizable and can be selected with a mouse

☐ There are no flashing images

- flashing images are not used, if they are necessary for the content they flash no more than 3 times per second

Text Based Content

☐ Document Properties have been entered (if Word Document or PDF)

- Document Properties are typically within the File drop-down menu and should be entered for Title, Author, and Subject

☐ Document headings are identified

- Headings are applied to the title and main topics of the document to provide structure

☐ Sans serif fonts are used consistently

- Sans-serif fonts (e.g. Arial, Calibri, Helvetica, Avenir) have higher readability for most people and tend to maintain their readability when enlarged.

☐ Adequate font size is used consistently

- for presentations: headings 32, subheadings 30, slide text 28; documents: headings 14-18, subheadings 12-16; body text 12-14

☐ Hyperlinks are meaningful

- text for link informs people of the destination (not click here, instead AT&AEM Center)

☐ Color

- when color is used to convey information (color coded table or chart), there is another alternative (symbols, texture, etc)

☐ Color Contrast

- adequate color contrast allows the text to be easily read

Additional Resources

InfoOhio's Open Space Rubric for Material Submission
WebAim's Web Accessibility Evaluation Tool