

As you flip your course to a new semester, use this checklist to quickly meet accessibility standards. All courses and auxiliary materials must meet the [new ADA digital accessibility requirements](#) going into effect in April 2026.

Accessibility WCAG 2.1 AA

Accessibility Checkers

Run a Blackboard [Ally Accessibility Report](#). Remediate until the ALLY score is 100%.

Verify the accessibility score for your syllabus and schedule is 100%.

Use the [Check Accessibility](#) Assistant in MS Word to verify that documents are accessible.

Use the [Check Accessibility](#) Assistant in MS PowerPoint to verify that slideshows are accessible.

Use the [WebAim Contrast Checker](#) to verify high color contrast.

Convert PDF files to MS Word to fix accessibility issues. If PDF is copyrighted, contact the Library to see if they can help you find an accessible version.

Technical Accessibility

All external tools must be WCAG 2.1 AA rated. This includes any software, websites, publishers, and apps.

Remove all unused tools and content areas from the Blackboard course menu.

Publisher textbooks and content platforms should be WCAG 2.1 AA verified.

Publisher downloadable content from textbooks should be WCAG 2.1 AA verified.

Integrate the publisher into Blackboard including the Grade Center.

Add technical requirements for any software/hardware in the course, as well as technical support contact information.

Add [LockDown Browser and Monitor policy](#) and technical requirements to syllabus, if applicable.

Fonts

Avoid using the Blackboard FILE and BLANK PAGE tool. Use ITEM instead.

Files in Blackboard should have a meaningful name and have a description.

Use san-serif fonts like Calibri, Aptos, Open Sans, Helvetica, or Arial. Use bold to emphasize.

Text should be arranged using [cascading heading styles](#) and left-aligned.

Use the bullet and number list tool to organize content.

Text with [low contrast](#) is not present in the course. Avoid flashing or blinking text.

Avoid using ALL CAPS. Avoid using italics. Avoid using underline, except for hyperlinks.

All PDF files are tagged.

Hyperlink text is descriptive and makes sense when out of context (avoid using “click here”).

EZ Accessibility Checklist

Images

Avoid using the Blackboard IMAGE tool.

Images in Blackboard must have alt-text or a written description.

Charts, graphs and illustrations should have a written description.

All photocopies must be converted to 100% accessible documents or images.

All images should have alt-text descriptions. Mark decorative images as decorative.

If an image has text, it must be added into the alt-text description.

Color is [high contrast](#).

Text, graphics, and images are understandable when viewed without color.

Tables

Tables should be in linear list format where possible.

Tables must have a title.

Tables must have a header row which repeats on each page.

Tables should have a descriptive summary.

Tables should be high contrast.

Video and Audio

Add closed captions for all videos using [VoiceThread](#) or [MS Stream](#).

All closed captions should be 100% accurate.

Avoid adding textual captions in a video (like TikTok). Use synchronized closed captions instead.

Videos should include link to transcript, where possible.

Avoid using Blackboard Mashups and AUDIO, where possible.

Recordings from Zoom, Webex, and Collaborate should include transcripts.

Audio recordings should have a downloadable transcript.

Slideshows

In addition to the guidelines above, these guidelines are specific for slideshows.

Slides use predefined slide layouts through the [Slide Master](#).

All slides have a unique slide title.

Slides are high-contrast. Animation and transitions are removed.

A text equivalent for every non-text element is provided or the object is marked decorative.

All objects should be in reading order. Use the [Selection Pane](#) to place in reading order or mark decorative.

Avoid using drag and drop or hotspot animations.

[To request an OSCQR review or access additional resources, please visit the Online Learning and Technology Making Your Course Design Effective with OSCQR.](#)