



Course Accessibility Checklist

Syllabus

- The syllabus has an accessibility statement of support for students with disabilities. The following is the approved Disability Access and Inclusion statement for our university.

The University of Mississippi is committed to the creation of inclusive learning environments for all students. If there are aspects of the instruction or design of this course that result in barriers to your full inclusion and participation, or to accurate assessment of your achievement, please contact the course instructor as soon as possible. Barriers may include, but are not necessarily limited to, timed exams and in-class assignments, difficulty with the acquisition of lecture content, inaccessible web content, and the use of non-captioned or non-transcribed video and audio files. If you are registered with SDS, you must log in to your Rebel Access portal at <https://sds.olemiss.edu/rebel-access-portal> to request approved accommodations. If you are NOT registered with SDS, you must complete the process to become registered. To begin that process, please visit our website at <https://sds.olemiss.edu/apply-for-services>. SDS will:

- 1. Complete a comprehensive review to determine your eligibility for accommodations,*
- 2. If approved, disseminate to your instructors a Faculty Notification Letter,*
- 3. Facilitate the removal of barriers, and*
- 4. Ensure you have equal access to the same opportunities for success that are available to all students.*

If you have questions, contact SDS at 662-915-7128 or sds@olemiss.edu.

- The syllabus contains a clear outline for course learning goals, expectations, and content.
- The syllabus contains a process and contact for technical assistance.
- The syllabus contains an expected response time for communication (emails within 12 hours, phone calls within 24 hours).
- The syllabus document is accessible with appropriate use of headers, lists, hyperlinks, and image alt-text when images are used.

Resources:

[Accessible Syllabus Website](#)

[University of Mississippi Syllabus Statement](#)

Course Documents

- Text can be highlighted, copied, and pasted.
- Headings are used and used properly (heading levels are not skipped).
- There is sufficient color contrast between text and background.
- Non-decorative images include descriptive alt-text.
- Hyperlink text is meaningful (avoids using “click here” or “read more”).
- True bulleted and numbered lists are used (asterisks and tab are avoided).
- The Microsoft Office Accessibility checker was used to identify and resolve issues.
- PDFs are not scanned, but saved from an original Word or Powerpoint file that was accessible in its native format.
- Any scanned PDFs have been converted to optical text using the OCR tool in Acrobat.

Resources:

[Accessible Word Document Step-by-Step Guide](#)

[Microsoft’s Guide to Creating Accessible Documents](#)

[Guide to Creating Accessible PDF Documents](#)

PowerPoint Presentations

- The PowerPoint presentation was created with a built-in template.
- The order of the on-slide elements have been verified by going to Home → Arrange → Selection Pane (elements are layered on top of each other with the first object on the bottom).
- There is sufficient color contrast between text and background.
- Non-decorative images include descriptive alt-text.
- Hyperlink text is meaningful (avoids using “click here” or “read more”).
- True bulleted and numbered lists are used (asterisks and tab are avoided).
- The Microsoft Office Accessibility checker was used to identify and resolve issues.

Resources:

[Accessible PowerPoint Step-by-Step Guide](#)

Excel Workbooks

- Non-decorative images include alt-text image descriptions.
- Header rows and column headings are specified.
- Hyperlink text is meaningful (avoids using “click here” or “read more”).
- The use of merged cells was avoided.
- The Microsoft Office Accessibility checker was used to identify and resolve issues.

Resources:

[Microsoft's Guide to Accessibility in Excel](#)

[Creating Accessible Excel Spreadsheets](#)

Audio and Video

- All video content used in class or as a class resource (online, DVD, VHS) is accurately captioned (avoid unedited auto captions in YouTube and similar platforms).
- Transcripts are available for audio-based materials.

Resources:

Contact accessibility@olemiss.edu for captioning help and resources.

[YouTube Captioning](#)

For questions or assistance creating accessible content or remediating existing content for accessibility, please contact accessibility@olemiss.edu or visit accessibility.olemiss.edu.