D2L Brightspace Accessibility Checklist

Web Browser
Use Chrome, Firefox, or Edge (Chromium version)

Navigation & Headings
Provide clear, consistent navigation; use Template/Modules for organization; use Headings for chunking on HTML Files; Files automatically start with 1 Heading 1, nest additional h2, h3, h4 as needed; do not use headings for emphasis, use bold instead

Text
Use left justification; use readable, 12+ fonts; do not use color/visual cue alone to convey meaning; use sufficient color contrast; avoid italics, underlining, & all caps; use plain language when appropriate; write in short paragraphs; bold key terms

Hyperlinks & Other Content
Use meaningful link text for hyperlinks; choose accessible third party/publisher materials; request accessible versions from publishers (consider navigation, text, images, magnification, media, interactive elements & keyboard functionality)
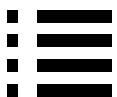
Tables
Use Cell Properties to assign row/column headers; use Table Properties to assign captions; use for tabular/statistical data, **not** layout

Images/Media
Add alt text for images; include captions & transcripts for media

Lists
Use numbered (ordered) & bulleted (numbered) lists appropriately

Quizzes
Use Accommodations tool; be sure all answer options are keyboard accessible

Documents
Create & upload accessible PDFs

Check Accessibility Tool
Run the built-in tool in the Brightspace (HTML) Editor and make adjustments as needed

Updated 3/9/2023