

Course Accessibility Checklist

PRINT MATERIALS

Textbooks and Course Readers

- Have I submitted my textbook adoption request to the Bookstore by the April 15, 2009 deadline? See the Bookstore submissions web page to place orders.
- Did I submit my set of course reader materials in a clean, readable format to the Bookstore for copying?

Syllabi and Handouts

- Did I create my syllabus in an accessible format? An Accessible Syllabus Template is being developed for Fall 2009. Check the Training section of the web site for training opportunities.
- Did I include the Disability Statement in my syllabus as worded in the Academic Senate's Syllabus Disability Statement Policy?
- Did I use appropriate formatting so that students using assistive technology, such as text-to-speech software, can effectively access the information?
- Do my Word documents pass the grade according to the Word Accessibility Checklist? See the Documents subsection of the Instructional Materials section.
- Do my PDF documents pass the grade according to the PDF Accessibility Checklist? See the Documents subsection of the Instructional Materials section.

Electronic Reserves

- Did I submit my course reserve materials in a clean, readable format to the Library? Visit the Library's online Electronic Reserve Forms.

PowerPoint

- Do my PowerPoint documents pass the grade according to the PowerPoint Accessibility Checklist? See the Documents subsection of the Instructional Materials section.

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NONPRINT MATERIALS

VHS/DVD

- Are the video presentations (DVDs, video tapes, video podcasts, other video formats) available with closed or open captioning or subtitles?
- If not, is a transcript of the video presentation available? (This is a last resort.) If not, do I have a plan so that all students can have access to the same information?

Internet Resources

- Are the Internet resources (e.g. websites, blogs, wikis, etc) that I plan to use in class accessible for students?
- If the Internet resources are not accessible, do I have a plan so that all students can have access to the same information?

Course Streaming / Podcasting

- Are the audio presentations (CDs, audio podcasts, audio clips, other audio formats) available with a transcript?
- If not, do I have a plan so that students who cannot access the audio can have access to the same information as those students who can?

Contact

Contact the ACCESS Support Team for any further guidance at access@sfsu.edu or call 415-405-4099.