

Course Accessibility Checklist

PRINT MATERIALS

Textbooks and Course Readers

- I have submitted my textbook adoption request to the Bookstore according to the Provost's deadline -- October 1 for the spring semester and April 15 for the fall semester. (See the [Bookstore Submissions](#) web page to place orders.)
- I have submitted my Course Reader source materials in a clean, legible format for photocopying. (See Photocopy Guidelines.)

Syllabi and Handouts

- I have created a syllabus in an electronic and accessible format. (An online Accessible Syllabus Template is being developed by Academic Technology for the Fall 2010 semester.) *If uncertain, send it to access@sfsu.edu for conversion.*
 - I have included the Disability Statement in my syllabus as worded in the [Academic Senate Syllabus Disability Statement Policy](#).
 - I have used appropriate formatting so that students using assistive technology, such as text-to speech software, can effectively access the information.
- My Word documents are accessible according to SF State's best practices. (See the [Documents subsection](#) of Instructional Materials for details.) *If uncertain, send them to access@sfsu.edu for conversion.*
- My PDF documents are accessible according to SF State's best practices. (See the [Documents subsection](#) of Instructional Materials for details.) *If uncertain, send them to access@sfsu.edu for conversion.*

Electronic Reserves

- I have submitted electronic reserve materials in a clean, legible format to the Library. (Visit the library's online [Electronic Reserve Forms](#).)

PowerPoint

- My PowerPoint documents are accessible according to SF State's best practices. (See the [Documents subsection](#) of Instructional Materials.)

NONPRINT MATERIALS

VHS/DVD

- My video presentations (DVDs, video tapes, video podcasts, other video formats) have the necessary closed captioning or subtitles. At the very least I have a video transcript or a plan so that all students can have access to the same information.

If uncertain, call Brigid Duffy in Academic Technology at 338-1493.

Internet Resources

- The Internet resources (e.g. websites, blogs, wikis, etc) that I plan to use in class are accessible to all students. At the very least I have a plan so that all students can have access to the same information.

If uncertain, speak to an ACCESS Web Consultant by calling 405-4099.

Course Streaming / Podcasting

- My audio presentations (CDs, audio podcasts, audio clips, other audio formats) are available with a transcript. At the very least I have a plan so that students who cannot access the audio can have access to the same information.

Contact the ACCESS to coordinate transcript production at 405-4099.

CONTACT

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