



Electronic Content Accessibility Rubric

*Note: This rubric prioritizes tasks for the creation of inclusive documents. Additional steps may be required to make documents fully accessible.

Content Type	Advanced	Proficient	Developing	Emerging	Inaccessible Document
Microsoft Word (or similar)	<ul style="list-style-type: none"> Run accessibility checker & resolve all issues <p><i>Accessibility Goal</i></p>	<ul style="list-style-type: none"> Good Color contrast Provide Alternative text for images, charts, graphs 	<ul style="list-style-type: none"> Make links descriptive Designate a header row for tables <p><i>Universal Design Goal</i></p>	<ul style="list-style-type: none"> Use headings and styles Use formatted lists 	<ul style="list-style-type: none"> No structure Images are used as text Color is used as the only visual means of conveying information Insufficient color contrast Tables don't have header rows Link text is not descriptive No alt text provided for images
PDF	<ul style="list-style-type: none"> Reading order panel tags are correctly labeled (headings) Tag tree is structured correctly Accessibility Action Wizard has been run and issues have been remedied <p><i>Accessibility Goal</i></p>	<ul style="list-style-type: none"> Add tags to scanned PDFs Items are in correct reading order in panel Designate a header row for tables in scanned PDFs Provide alt text for images, charts, graphs Forms have descriptive labels Form field tab order is logical 	<ul style="list-style-type: none"> Good Color Contrast PDFs converted from other documents have tags (save as PDF, not print) Designate a header row for tables before conversion to PDF <p><i>Universal Design Goal</i></p>	<ul style="list-style-type: none"> Clear, legible copy Text is selectable. If not, run text recognition. 	<ul style="list-style-type: none"> Document illegible, blurry or difficult to read Document contains images of text only; no selectable, searchable text No tags Illogical reading order Tables don't have header rows

Content Type	Advanced	Proficient	Developing	Emerging	Inaccessible Document
Canvas	<ul style="list-style-type: none"> • Edit auto-captions for accuracy • Use accessible question formats on quizzes & exams • Run UDOIT tool in Canvas courses & resolve issues <p><i>Accessibility Goal</i></p>	<ul style="list-style-type: none"> • Post videos using a third-party tool that provides auto-captions (e.g. Echo360, Kaltura) • All uploaded files are accessible (PPT, Word, PDF, etc.) 	<ul style="list-style-type: none"> • Upload searchable PDFs • Add alternative text to images <p><i>Universal Design Goal</i></p>	<ul style="list-style-type: none"> • Use the CSU Canvas template • Use headings • Make links descriptive • Provide PowerPoint documents alongside lecture videos for note-taking 	<ul style="list-style-type: none"> • Inconsistent organization of content, assignments, etc. • Uploaded documents are not accessible (PDF, etc.) • Videos are not captioned • Use of drag-and-drop quiz questions • Use of online proctoring tools (e.g. Respondus Lockdown Browser)
Web Content (including online courses, websites, ebooks, etc.)	<ul style="list-style-type: none"> • Run WAVE tool on web pages & resolve all errors; manually check and resolve alerts as needed • Test with keyboard navigation <p><i>Accessibility Goal</i></p>	<ul style="list-style-type: none"> • Good Color contrast • Use a video player that can be controlled using mouse, keyboard, screen reader <p><i>Universal Design Goal</i></p>	<ul style="list-style-type: none"> • Provide Alternative text for images • Designate a header row for tables 	<ul style="list-style-type: none"> • Use headings • Make links descriptive 	<ul style="list-style-type: none"> • No structure • Links are not descriptive • Color is used as the only visual means of conveying information • Insufficient color contrast • No alt text provided for images • Elements cannot be reached by keyboard or screen reader • Illogical tab order • Tables are used for visual layout

Content Type	Advanced	Proficient	Developing	Emerging	Inaccessible Document
Microsoft PowerPoint (or similar)	<ul style="list-style-type: none"> • Run accessibility checker & resolve all issues • Edit captions for embedded videos <p><i>Accessibility Goal</i></p>	<ul style="list-style-type: none"> • Adjust the reading order of slides • Provide alternative text for charts and graphs • Provide auto-captions for embedded videos 	<ul style="list-style-type: none"> • Make links descriptive • Designate the header row on tables • Provide alternative text for images <p><i>Universal Design Goal</i></p>	<ul style="list-style-type: none"> • Choose a theme with sufficient color contrast, including on hyperlinks • Make slide titles unique • Use built-in slide layouts 	<ul style="list-style-type: none"> • No outline • Titles are not unique • Links are not descriptive • Color is used as the only visual means of conveying information • Insufficient color contrast • No alt text provided for images, charts • Illogical reading order
Multimedia	<ul style="list-style-type: none"> • Provide audio description for video OR • Provide text transcripts with visual description for video <p><i>Accessibility Goal</i></p>	<ul style="list-style-type: none"> • Provide edited captions for video 	<ul style="list-style-type: none"> • Provide transcripts for download in addition to captions • Use a video player that displays interactive transcripts alongside video (e.g. Echo360, Kaltura) <p><i>Universal Design Goal</i></p>	<ul style="list-style-type: none"> • Ensure that any text on the screen has sufficient contrast with the background • Describe visual content orally • Provide text transcripts for audio-only files • Provide auto-captions for video • Use a video player with buttons for playback and caption visibility 	<ul style="list-style-type: none"> • No captions • No audio description • Insufficient color contrast for text and/or captions • Captions overlap with text • No keyboard/mouse control of video player (play/pause function, etc.) • Caption options not visible on video player • No text transcript for audio files