MIAMI UNIVERSITY
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Web Accessibility Checklist

Images
☐ Alternative text is provided for all images, and the purpose of each image is understood via the alternative text.

☐ Infographics (such as diagrams and flowcharts) have longer descriptions for alternative text, written separately in HTML.

Multimedia
☐ Videos have been closed-captioned and manually reviewed for proper punctuation throughout.

☐ The captioning properly reflects the audio provided in the video.

☐ A transcript is provided for any audio file (and properly reflects the audio provided).

☐ For instructional material, audio description* is provided for actions performed in the video.

Tables**
☐ Tables are used sparingly and for data display only, not for layout.

☐ All table data is visible in the mobile view.

Color
☐ Information conveyed through the use of colored text is also clearly understood without the color. *(See Color Example below.)*

Headings
☐ No Heading 1 has been applied to text.

☐ Headings appear in hierarchical order without skipping levels. *(Try to use headings 4-6 sparingly, as readers are more likely to search for information under headings of greater importance, i.e.,1-3.)*

Links
☐ None of the links are broken and lead to the desired destination.

☐ Each link clearly describes its purpose and can be understood without its surrounding text. *(When screen readers are used to read only the hyperlinks, such phrases as "click here" and "read more" do not provide enough information for users to know what content the link is leading to.)*

Audio description is often needed when what is shown on the screen is significant to the message but not conveyed through the spoken word. If you think your video might be a candidate for audio description, please contact a member of the web team.

**Tables must be coded for accessibility. If using tables, please contact a member of the web team.*

Color Example: