# Fundamental Course Accessibility Checklist: Editing a course

[ ] Use [TidyUp](https://canvas.rutgers.edu/external-apps/cidilabs-tidyup/) to streamline the course content that is used in the revised course.

[ ] Check Canvas content accessibility using [Canvas Ally](https://canvas.rutgers.edu/external-apps/ally/).

[ ] [Select accessible course materials](https://radr.rutgers.edu/resource/selecting-and-streamlining-course-content)that provide access for everyone.

**A few tips:**

* Prioritize recently published text 2018 to present which include accessible features.
* Ask the publisher or content provider about accessibility of course text or materials.
* Choose and Share Course Materials Early and post to Canvas site and syllabus.
* Use [Rutgers University Libraries](https://www.libraries.rutgers.edu/) to assist in locating accessible course materials (e.g. [Library Accessibility Services](https://www.libraries.rutgers.edu/about-rutgers-university-libraries/accessibility) and [Academic Search Premier](https://www.libraries.rutgers.edu/databases/asp))

[ ] Use [accessible documents](https://radr.rutgers.edu/resource/accessibility-best-practices-digital-content) (e.g., accessible [Microsoft 365](https://support.microsoft.com/en-us/office/make-your-powerpoint-presentations-accessible-to-people-with-disabilities-6f7772b2-2f33-4bd2-8ca7-dae3b2b3ef25#bkmk_winalttext) documents, [HTML document](https://www.w3schools.com/html/html_accessibility.asp), [Google docs](https://support.google.com/accessibility/answer/6199477?hl=en&ref_topic=9114419&sjid=1841031974687431398-NC)., and when necessary use [accessible PDF ’s](https://helpx.adobe.com/acrobat/using/creating-accessible-pdfs.html)) or create content natively in Canvas or LMS using the [Rich Text Editor](https://community.canvaslms.com/t5/Canvas-Basics-Guide/How-do-I-add-and-modify-text-in-the-Rich-Content-Editor/ta-p/618221) and the [Canvas Accessibility Checker](https://community.canvaslms.com/t5/Canvas-Basics-Guide/How-do-I-use-the-Accessibility-Checker-in-the-Rich-Content/ta-p/618238).

* Use the [Canvas Accessibility Checker](https://community.canvaslms.com/t5/Canvas-Basics-Guide/How-do-I-use-the-Accessibility-Checker-in-the-Rich-Content/ta-p/618238).
* Use available [Accessibility Checkers](https://radr.rutgers.edu/resource/using-accessibility-checkers) (e.g., Microsoft and Canvas).
* Use [Sensus Access](https://it.rutgers.edu/digital-accessibility/knowledgebase/sensusaccess/) to make inaccessible documents more accessible.

[ ] Provide an [Accessible Syllabus](https://radr.rutgers.edu/resource/accessible-syllabus).

[ ] Create [accessible lecture slides](https://radr.rutgers.edu/resource/how-create-accessible-lecture-slides). If using slides that were already created, run the accessibility checker in the platform to see what edits may be needed (e.g., [Microsoft Accessibility Checker](https://support.microsoft.com/en-us/office/improve-accessibility-with-the-accessibility-checker-a16f6de0-2f39-4a2b-8bd8-5ad801426c7f)).

[ ] [Ensure Video and multimedia content is accessible.](https://radr.rutgers.edu/resource/create-and-use-accessible-video-content)

[ ] Determine how to best [use PDF’s](https://radr.rutgers.edu/resource/using-pdfs-courses).

Use [Sensus Access](https://it.rutgers.edu/digital-accessibility/knowledgebase/sensusaccess/) to make inaccessible documents more accessible.

[ ] Ensure that any course technologies being used are accessible. OIT does vet university-sponsored course technologies for accessibility. If using other course technologies, work with the vendor and OIT to ensure they are accessible.