

Checklist to Evaluate Course Materials to Determine if They Are Accessible

The purpose of this document is to provide faculty with a simple tool to evaluate whether they have successfully addressed the requirements of the CSU Accessible Technology Initiative.

Types of Instructional Materials

Syllabus

- Did I create my syllabus in an accessible format?
 - The [accessible template \[doc\] is available](http://www.sjsu.edu/cfd/docs/accessible_syllabustemplate.doc) at http://www.sjsu.edu/cfd/docs/accessible_syllabustemplate.doc.
 - [Academic Senate Policy S08-3](http://www.edu/senate/S08-3.htm), Policy Recommendation: Incorporating Accessibility into the Curriculum Review Process available at <http://www.edu/senate/S08-3.htm>
- Did I use appropriate formatting so that students using assistive technology, such as text-to-speech software, can effectively access the information?
 - [Checklist and tips on creating accessible documents \[pdf\]](http://www.sjsu.edu/cfd/docs/accessibility_toolkit.pdf) is available at http://www.sjsu.edu/cfd/docs/accessibility_toolkit.pdf.

Textbooks

- Did I submit my textbook adoption request to Spartan Bookstore?
 - [The Academic Senate Policy Recommendation F07-3 for Textbook Adoption](http://www.sjsu.edu/senate/F07-3.htm) is available at <http://www.sjsu.edu/senate/F07-3.htm>
 - Submit your textbook order to Spartan Bookstore regardless of where the students are instructed to purchase the textbook. [The submission page for textbook adoption](http://www.spartanbookstore.com/SiteText.aspx?id=1246) is available at <http://www.spartanbookstore.com/SiteText.aspx?id=1246>. The Disability Resource Center (DRC) and Spartan Bookstore share a database of these materials.

Course Readers

- Did I submit my set of course reader materials in a clean, readable format to Spartan Bookstore per Academic Senate Polity F07-3?

Library (Electronic) Reserves

- Did I submit my course reserves materials to the Library?
 - [The Library Course Reserve List Form \[pdf\]](http://www.sjlibrary.org/services/reserves/course_reserve_list.pdf) is available at http://www.sjlibrary.org/services/reserves/course_reserve_list.pdf

Handouts (Lecture Materials, Tutorials, Assignment Description and/or Other Materials)

- Did I create my handouts in an accessible format?
 - [Checklist and tips on creating accessible documents \[pdf\]](http://www.sjsu.edu/cfd/docs/accessibility_toolkit.pdf) is available at http://www.sjsu.edu/cfd/docs/accessibility_toolkit.pdf.

- [Tips on creating accessible Word documents](http://www.sjsu.edu/cfd/docs/word_tips.pdf) is available at http://www.sjsu.edu/cfd/docs/word_tips.pdf
- [Tips on creating accessible PowerPoint documents \[pdf\]](http://www.sjsu.edu/cfd/docs/powerpoint_tips.pdf) is available at http://www.sjsu.edu/cfd/docs/powerpoint_tips.pdf

Internet Resources

- Are the Internet resources (e.g. websites, blogs, wikis, etc) that I plan to use in class accessible for students?
 - To test the Internet resource for accessibility, enter the URL into the space provided at the [HiSoftware Cynthis Says Portal](http://www.contentquaility.com) available at <http://www.contentquaility.com>
 - A more thorough option is to obtain HiSoftware AccVerify, a web auditing tool that you can use to automatically check your site accessibility. Free copies of this tool are available at the HelpDesk on the first floor of Clark Hall.
- If there is a course web site is it accessible?
 - [Website Builder](http://www.sjsu.edu/webservices/services/websitebuilder/), an easy tool that creates an accessible faculty and/or course web page is available at <http://www.sjsu.edu/webservices/services/websitebuilder/>.
- If the Internet resources are not accessible, do I have a plan so that all students can have access to the same information as those students who can?

Video Resources

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

Audio Resources

- 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?

The Center for Faculty Development offers instructional sessions and one-on-one consultations. Trained staff in the Center for Faculty Development Lab (IRC 202) are available to assist faculty and staff from 8:00 AM to 5:00 PM Monday through Friday (924-2884). The [Event Calendar](http://www.sjsu.edu/cfd/events) can be found at <http://www.sjsu.edu/cfd/events>. [Resources for developing accessible instructional materials](http://www.sjsu.edu/cfd/accessibility) can also be found on the Center for Faculty Development web site at <http://www.sjsu.edu/cfd/accessibility>.
