Accessibility Checklist for Web Editors

Good habits in web content help all users engage with the UHCL website. Please review your pages for the following before submitting through workflow. If you need help addressing a specific issue, reach out to your web coordinator or include a note on the workflow submission.

Readability

- ☐ Uses clear, concise language. Avoids jargon and technical terms when possible.
- ☐ Uses headings to categorize information on the page.
- ☐ Corrected errors caught by OU Campus spell check, if needed.

Headings

- ☐ Heading numbers are used in order (based on the OU Campus drop-down menu).
- ☐ Heading numbers proceed in a logical sequence, like a document outline.

Text

- ☐ Bold, italics, bulleted lists, and numbered lists were added using OU Campus Tools.
- ☐ No text is underlined or all caps (other than acronyms).

Links

- ☐ All links make sense when read out of context. Links clearly communicate where the visitor will go.
  - No URLs as visible link text
  - No generic language alone such as "Click Here" or "Learn More"

Images

☐ All images have a brief, meaningful description in the "Alternative Description" field.

☐ Images contain no text.

- If an image must contain text, all visible text is included in the "Alternative Description" field or elsewhere on the page.

Multimedia

☐ All multimedia items have a text alternative present.

- All videos have closed captioning available in the video player.
- All audio recordings have a transcript available on the page.

Documents

☐ All uploaded files checked for accessibility and corrected as needed.

Data Tables

☐ All tables have a heading or caption for the table as a whole.

☐ All tables have header cells for the columns, rows, or both.

☐ All cells contain one piece of information, unless there is no data.

☐ Cells with no data are blank.

UHCL web policies are based on WCAG 2.0 AA accessibility guidelines.

For more information, contact marcomm@uhcl.edu.