

TAACCCT Voluntary Accessibility Summary Template

To support grantees in documenting the fulfillment of the SGA requirements for accessibility, SkillsCommons has created a guide for grant project directors or designated project staff to complete and post within SkillsCommons that would aid in the documentation process. **The use of this template is voluntary.** The template provides the basic elements for describing the methodologies your project used to assure their compliance with accessibility requirements. The SGA TAACCCT requirements for each round are provided at the end of this document.

Describe the name, title, and type/amount of experience the accessibility reviewer(s) have in conducting reliable accessibility evaluations:

Ann Rodhouse, B.S., M.S.: Metropolitan Community College Consultant, 2016

I reviewed online curriculum modules created by MCC under the Trade Adjustment Assistance Community College and Career Training grant to determine whether the following requirements were met:

Creative Commons Attribution License visibility

DOL disclaimer visibility

Involvement of industry partners

Accessibility: course accessible to qualified individuals with disabilities

Incorporation of the principles of universal design for learning

Describe the accessibility rubric used to conduct the accessibility review. The Skills Commons Accessibility Checkpoints can be found at: <http://support.taacct.org/accessibility>. You are welcome to use other accepted rubrics.

Accessibility Checklist for MS Word 2016 Documents:

Formatting Documents with Styles: Use heading styles, Nest heading styles appropriately, Title style used only once in document, Do not use formatting tools, Emphasis not italics, "bold style" used not bold button on toolbar, Enter not used to control whitespace, Use styles to control whitespace, Styles used for lists, Lists not formatted using formatting toolbar, List number used to create ordered list, Bullet style used for unordered list, Table of contents for longer documents

Column tool used to create columns: Tabs & spaces not used to create "columns", Table tool used to create tables

Tables: Draw table tool not used to create "tables", Tables used for tabular data, Tables not used for layout, Do not use heading styles in tables – use formatting buttons, not styles, Enter or return key not used to create white space in tables, Cell margin and cell padding were used to adjust white space within tables, Header rows have been set to repeat on each subsequent page of a table, even if table does not break over to other pages, Effort have been taken to prevent rows from breaking across pages, Complex tables have been broken up into smaller and simpler tables, Where captions do not provide adequate information about the data in a table, test alternatives have been added where appropriate, Caption have been placed above their associated tables, Appropriate captions have been added to tables when tables are complex, hen a style manual has to be followed, or when documents are designed primarily for print

Hyperlinks: Link text has been used that describes the link's destination, "click here" and "more" have not been used for link text, Document hyperlinks have descriptive text describing the destination, Exceptions are appropriate when the URL is used on advertisements or handbills or if there is some instructional benefit from providing the URL as the link text, Link text for the same site is the same for each link, Different sites use different link text

Non-text elements (charts, pics, graphs): Text boxed have not been used in the document, Bordered paragraphs have been used to simulate the effect of text boxes, All non-text images have alternative text, Align non-text elements in line with text: select "In Line with Text" as "wrapping style" for all non-text elements, Include captions for images when alternative text is not sufficient to convey the meaning of the image, If style guide restriction necessitates additional text be used to describe an image, captions may be used, Use captions to convey the meaning of images when documents have been optimized for print rather than electronic distribution, Place all captions below the image they describe, If alt text area for a non-text area cannot convey adequate information about the non-text element, then provide an explanation or describe the non-text element in the surrounding text, Avoid the use of drop caps (large first letter is used to start a paragraph), Limited use of watermarks

Headers & Footers: Use headers and footers for: running headers, logos, page numbers, copyright messages, Unacceptable uses of headers & footers: document title, author, contact information, date of document revision, document version numbers

Color is not the only way info is conveyed

Document metadata: Title of document is entered into the "Document Properties", Language has been set in "language property" in the "document properties", Changes in language are identified in the text of the document

Summarize the tools and procedures used to conduct the accessibility evaluations.

Manual inspection of document: view Navigation Pane to look for document organization, show formatting symbols to see use of tabs, spaces, and enter, check list formatting, check document properties, proper use of tables, check proper use of columns, color contrast of text with background, meaningful hyperlinks, font size, check tables and non-text items for appropriate use of alt text, check for use of text boxes or word art, use of formatting vs toolbar, and use of simple language

Use Word's Automated Accessibility Checker

Use Navigator for Windows and tabbing to navigate through a document to check reading order and inaccessible elements



Signature of Principal Investigator

9/7/17

Date

JOANIE HONTI

Print/Type Name of Principal Investigator

Mapping New Careers in Geospatial Technologies

TAACCCT Project Name

SGA TAACCCT requirements by Round:

For Round 1:

“All online and technology-enabled content and courses developed under this [TAACCCT] SGA must incorporate the principles of universal design (see <http://www.cast.org/udl/>) in order to ensure that they are readily accessible to qualified individuals with disabilities. The content and courses must be in full compliance with the Americans with Disabilities Act and Sections 504 and 508 of the Rehabilitation Act of 1973, as amended, and the Web Content Accessibility Guidelines 2.0, Level AA (<http://www.w3.org/TR/WCAG/>).”

Retrieved 12/5/2014 from: <http://www.doleta.gov/grants/pdf/SGA-DFA-PY-10-03.pdf> . page 8.

Accessibility

Element	Accessibility feature	Met	Not Met	NA
Navigation	Consistent navigation throughout course			
	Clear and concise links			
	Meaningful and simple alt text for images used for navigation			
	Site can be navigated using keyboard (tab & enter keys)			
Text	No broken links			
	Text is provided in a sans serif font (e.g., Calibri, Arial, Verdana)			
	Uses one font and color for text.			
	Avoids overuse of all CAPS, bold, or italics.			
Documents	Avoids underlining words.			
	Uses standard heading levels in MS Word to organize content			
	Does not use text boxes			
	MS Word documents containing links are converted to PDF			
Images/Graphics	PowerPoint presentations are accessible			
	Scanned PDF articles are accessible			
	Alternative text is used for images			
	Alternative text succinctly describes the content			
	Long description used for graphic elements with detailed information			
	Images are clear			
	“Blank” alt tag used for aesthetic graphics			
	Does not use blinking text, images, or cursors			
Videos	Video quality is clear			
	Provides a transcripts and/or captioning			
	Appropriate file length: under 15 min.			
	Provides descriptions of images (charts, graphs, slides) where necessary			
	Narrated PowerPoint presentations are accessible: notes provided			
	Video player required is compatible with multiple operating systems and requires only a standard, free plug-in			
Audios	Provides transcript			
	Quality is clear			
	Appropriate file length: meet goal of activity, but not so long to restrict user’s ability to download using lower bandwidth			
	Audio player required is compatible with multiple operating systems and requires only a standard,			

	free plug-in			
Tables for lay out	Cells in tables are ordered that makes sense for screen reader users			
Tables for data	Data cells are associated with header cells			
	Description of table in page content			
	Table summary and caption for the table			
Color and Contrast	Text is on background with good contrast			
	Avoid using color only to convey meaning			
Flashing/Flickering objects	Separate link to graphics that flickers with warning			
Exams	Forms for practice exams are accessible			
	Extra time available when necessary			

Universal Design for Learning

Principle/Guideline		Met	Not Met	NA
Provide options for perception				
	Ability to vary volume or rate of speech or sound			
	Ability to vary speed or timing of video, animation, sound, simulations, etc.			
	Offer alternative for auditory information			
	Provide alternative for visual information			
Options for language, mathematical expressions, & symbols				
	Clarify vocabulary & symbols			
	Clarify syntax & structure			
	Support decoding text, mathematical notation, & symbols			
	Promote understanding across languages			
	Illustrate through multiple media			
Provide options for comprehension				
	Activate or supply background knowledge			
	Highlight patterns, critical features, big ideas, and relationships			
	Guide information processing, visualization, and manipulation			
	Maximize transfer and generalization			

Ann Rodhouse

Metropolitan Community College Consultant 2016

Reviewed online curriculum modules created by MCC under the Trade Adjustment Assistance Community College and Career Training grant to determine whether the following requirements were met:

- Creative Commons Attribution License visibility
- DOL disclaimer visibility
- Involvement of industry partners
- Accessibility: course accessible to qualified individuals with disabilities
- Incorporation of the principles of universal design for learning

Cozad Community Schools 2014 - 2016

Worked with students who had speech/language impairments, including providing assistive technology for students who had multiple disabilities

ESU #11 2009 – 2012

Worked directly with students who benefitted from using AAC devices, students who had speech/language verifications, including students with multiple disabilities. Served as consultant to special education staff about assistive technology options for students.

Nebraska Educational Assistive Technology 1996 - 2009

Regional coordinator/trainer – provided training, consultative services and technical support to educators, parents, service providers, and students on a wide variety of assistive technology devices and software, presented at state and national conferences. Specific to accessibility: served on a task force with Assistive Technology Partnership to review accessibility issues with the Student Records System.

Nebraska Diagnostic Center 1991 – 1996

Served as Speech/Language Pathologist for team evaluations of students who had a wide variety of disabilities who came from across the state for two week evaluations

ESU #10 1988 – 1991

Worked in the school systems with students who were verified as speech/language impaired at the elementary and preschool levels

dates	08/07/17	08/07/17	08/08/17	08/08/17	08/08/17	08/11/17	08/11/17	08/11/17	08/11/17	08/11/17	08/11/17	08/11/17	08/11/17	08/11/17	08/11/17	08/11/17	08/11/17	08/11/17	08/11/17	08/11/17	08/15/17	08/15/17	08/15/17	08/15/17	08/15/17	08/15/17	08/15/17	08/15/17	08/15/17	08/15/17	
Structure the document using styles for headings (not just bold, italics and/or a different font size) and other formatting elements (such as color).	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed
Use the column or table feature to create columns.	NA	OK	OK	OK	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Use text in addition to the color to convey information	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Render any mathematical equations or scientific notation used in the document beyond basic operations (e.g., addition, subtraction, multiplication, and division) in an accessible MathML format through the use of an equation editor (e.g., MathType).	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Make sure any videos in the document have closed captions, and any audio has a transcript.	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
(Optional) Long documents (more than about 12 pages) should include a Table of Contents (inserted via the References tab, not manually created), and page numbers which are automatically updated.	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
(Optional) Text descriptions of links to websites should be explicit in describing what the reader will encounter when clicking the link (i.e., "Temple University Policies website").	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Alternative text is needed in Word documents to provide a non-visual means of representing the CONTENT or FUNCTION of an image. (pictures, illustrations, images of text, shapes, charts, SmartArt, embedded objects)	NA	OK		fixed	fixed	NA	NA	NA	NA	NA	NA	NA	fixed	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	fixed	NA	NA	fixed	fixed	fixed	fixed
Adding table properties: first row in a table can be identified as a header row	NA	OK		OK	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
create accessible links: Use descriptive link text; Keep the amount of text in the link to a minimum; Use underlined text with a color that stands out from the surrounding text	NA	OK		NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Ordered (numbered) lists are used to present a group of items	NA	NA		NA	NA	fixed	fixed	fixed	fixed	fixed	fixed	NA	NA	NA	NA	NA	NA	NA	NA	NA	fixed	fixed	fixed	NA	fixed	fixed	fixed	fixed	fixed	fixed	fixed
Unordered (bullet) lists are used for a group of items without a sequence:	OK	OK		NA	OK	NA	NA	NA	NA	NA	NA	fixed	NA	NA	NA	fixed	fixed	fixed	fixed	fixed	NA	NA	NA	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed
use simple language	OK	OK		OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK
be careful with watermarks	NA	NA		NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
provide table of contents for long docs	NA	NA		NA	NA						NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Excel: sheet tabs have unique names; blank sheets removed	NA	NA		NA	NA																										
Suggestions																															
PPT																															
all text viewable in Outline View					OK																										
avoid flickering/flashing or animate text					OK																										
avoid using text boxes or graphics with text in them					OK																										
no use of smartArt					OK																										
use of built-in templates					OK																										
each slide has unique title					fixed																										
elements are in correct reading order					fixed																										

dates	08/16/17	08/16/17	08/17/17	08/17/17	08/17/17	08/17/17	08/17/17	08/17/17	08/17/17	08/18/17	08/18/17	08/18/17	08/18/17	08/18/17	08/18/17
AGRI 1153 Course Calendar	AGRI 1153 Intro	AGRI 1153 Syllabus	AGRI 1153 Policies	AGRI 1153 Curriculum Map	AGRI 1153 CID	AGRI 1153 Chapter 1	AGRI 1153 Chapter 2	AGRI 1153 Chapter 3	AGRI 1153 Chapter 4	AGRI 1153 Chapter 5	AGRI 1153 Chapter 6	AGRI 1153 Chapter 7	AGRI 1153 Course Map		
Structure the document using styles for headings (not just bold, italics and/or a different font size) and other formatting elements (such as color).	fixed	fixed	fixed	fixed	fixed	fixed									fixed
Use the column or table feature to create columns.	OK	NA	NA	OK	OK	fixed									OK
Use text in addition to the color to convey information	NA	NA	NA	NA	NA	NA									NA
Render any mathematical equations or scientific notation used in the document beyond basic operations (e.g., addition, subtraction, multiplication, and division) in an accessible MathML format through the use of an equation editor (e.g., MathType).	NA	NA	NA	NA	NA	NA									NA
Make sure any videos in the document have closed captions, and any audio has a transcript.	NA	NA	NA	NA	NA	NA									NA
(Optional) Long documents (more than about 12 pages) should include a Table of Contents (inserted via the References tab, not manually created), and page numbers which are automatically updated.	NA	NA	NA	NA	NA	NA									NA
(Optional) Text descriptions of links to websites should be explicit in describing what the reader will encounter when clicking the link (i.e. "Temple University Policies website.")	NA	NA	NA	NA	NA	NA									NA
Alternative text is needed in Word documents to provide a non-visual means of representing the CONTENT or FUNCTION of an image. (pictures, illustrations, images of text, shapes, charts, SmartArt, embedded objects)	fixed	NA	NA	fixed	fixed	NA									fixed
Adding table properties: first row in a table can be identified as a header row	OK	NA	NA	fixed	OK	NA									OK
create accessible links: Use descriptive link text; Keep the amount of text in the link to a minimum; Use underlined text with a color that stands out from the surrounding text	NA	NA	NA	fixed	NA	NA									NA
Ordered (numbered) lists are used to present a group of items	NA	NA	fixed	NA	NA	fixed									fixed
Unordered (bullet) lists are used for a group of items without a sequence: use simple language	OK	OK	fixed	fixed	NA	fixed									fixed
be careful with watermarks	OK	OK	OK	OK	OK	OK									OK
provide table of contents for long docs	NA	NA	NA	NA	NA	NA									NA
Excel: sheet tabs have unique names, blank sheets removed															
Suggestions															
PPT															
ALT tags for images, graphics and charts							fixed	OK	OK	OK	OK	OK	OK	OK	
all text viewable in Outline View							OK	OK	OK	OK	OK	OK	OK	OK	
avoid flickering/flashing or animated text							OK	OK	OK	OK	OK	OK	OK	OK	
avoid using text boxes or graphics with text in them							OK	OK	OK	OK	OK	OK	OK	OK	
no use of smartArt							OK	OK	OK	OK	OK	OK	OK	OK	
use of built-in templates							OK	OK	OK	OK	OK	OK	OK	OK	
each slide has unique title							fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	
elements are in correct reading order							checked	checked	checked	checked	checked	checked	checked	checked	
Audio & video files include captions or transcripts							NA	NA	NA	NA	NA	NA	NA	NA	
color contrast between text & background							OK	OK	OK	OK	OK	OK	OK	fixed	
Sans-serif fonts used							OK	OK	OK	OK	OK	OK	OK	OK	

dates	08/28/17	08/28/17	08/28/17	08/28/17	08/28/17	08/28/17	08/28/17	08/28/17	08/28/17	08/29/17	08/29/17	08/29/17	08/29/17	08/29/17	08/29/17	08/30/17	08/30/17	08/30/17
document	AGRI 1171 Course Calendar	AGRI 1171 Course Policies	AGRI 1171 Drones	AGRI 1171 Geospatial Revolution	AGRI 1171 GPS final quiz	AGRI 1171 Introduction	AGRI 1171 Note on Precision Farming	AGRI PA 4 ArcGIS	AGRI 1171 PA 5 Goggle Maps	AGRI 1171 PA 6 Surety Maps Outline	AGRI 1171 Precision Agriculture	AGRI 1171 rev 04-01-2014	AGRI 1171 Surety Maps Tutorial	AGRI 1171 Syllabus	AGRI 1171 Trimble GPS	AGRI 1171 Unit 5a Precision Ag outline	AGRI 1171 Unit 5 b Precision Ag outline	
Structure the document using styles for headings (not just bold, italics and/or a different font size) and other formatting elements (such as color).	fixed	fixed		fixed	Fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed
Use the column or table feature to create columns.	fixed	changed to headings & lists		NA	NA	NA	NA	fixed	NA	NA	NA	NA	changed to headings & lists	NA	NA	NA	NA	NA
Use text in addition to the color to convey information	NA	NA		NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Render any mathematical equations or scientific notation used in the document beyond basic operations (e.g., addition, subtraction, multiplication, and division) in an accessible MathML format through the use of an equation editor (e.g., MathType).	NA	NA		NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Make sure any videos in the document have closed captions, and any audio has a transcript.	NA	NA		NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
(Optional) Long documents (more than about 12 pages) should include a Table of Contents (inserted via the References tab, not manually created), and page numbers which are automatically updated.	NA	NA		NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
(Optional) Text descriptions of links to websites should be explicit in describing what the reader will encounter when clicking the link (i.e. "Temple University Policies website.")	NA	fixed		NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Alternative text is needed in Word documents to provide a non-visual means of representing the CONTENT or FUNCTION of an image. (pictures, illustrations, images of text, shapes, charts, SmartArt, embedded objects)	NA	fixed		fixed	NA	NA	NA	NA	NA	NA	NA	NA	fixed	NA	NA	NA	NA	NA
Adding table properties: first row in a table can be identified as a header row	OK	OK		NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
create accessible links: Use descriptive link text; Keep the amount of text in the link to a minimum; Use underlined text with a color that stands out from the surrounding text	NA	fixed		NA	NA	NA	NA	NA	fixed	fixed	NA	NA	fixed	NA	NA	fixed	fixed	fixed
Ordered (numbered) lists are used to present a group of items	NA	NA		NA	NA	NA	NA	NA	NA	fixed	fixed	NA	fixed	NA	NA	NA	NA	NA
Unordered (bullet) lists are used for a group of items without a sequence:	fixed	fixed		OK	Fixed	fixed	fixed	fixed	OK	OK	OK	fixed	fixed	fixed	fixed	fixed	fixed	fixed
use simple language	OK	OK		OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK
be careful with watermarks	NA	NA		NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
provide table of contents for long docs	NA	NA		NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Excel: sheet tabs have unique names, blank sheets removed																		
Comments	checked reading order: OK																	
PPT																		
ALT tags for images, graphics and charts			fixed								fixed							
all text viewable in Outline View			OK								OK							
avoid flickering/flashing or animated text			OK								OK							
avoid using text boxes or graphics with text in them			OK								fixed							
no use of smartArt			OK								OK							
use of built-in templates			OK								OK							
each slide has unique title			OK								fixed							
elements are in correct reading order			Checked - OK								Checked & fixed							
Audio & video files include captions or transcripts			NA								NA							
color contrast between text & background			OK								OK							
Sans-serif fonts used			OK								OK							

dates	09/06/17	09/06/17	09/06/17	09/06/17	09/06/17	09/06/17	09/06/17	09/06/17	09/06/17	09/06/17
document	AGRI 1172 Course Calendar	AGRI 1172 Course Policies	AGRI 1172 Intro. Activities	AGRI 1172 Precision Hardware CID	AGRI 1172 Syllabus	AGRI 1172 Unit 1	AGRI 1172 Unit 2	AGRI 1172 Unit 3	AGRI 1172 Unit 4	AGRI 1172 Unit 5
Structure the document using styles for headings (not just bold, italics and/or a different font size) and other formatting elements (such as color).	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed
Use the column or table feature to create columns.	OK	OK	NA	changed table to list	changed table to list	NA	NA	NA	NA	NA
Use text in addition to the color to convey information	NA	NA	NA	fixed	NA	NA	NA	NA	NA	NA
Render any mathematical equations or scientific notation used in the document beyond basic operations (e.g., addition, subtraction, multiplication, and division) in an accessible MathML format through the use of an equation editor (e.g., MathType).	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Make sure any videos in the document have closed captions, and any audio has a transcript.	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
(Optional) Long documents (more than about 12 pages) should include a Table of Contents (inserted via the References tab, not manually created), and page numbers which are automatically updated.	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
(Optional) Text descriptions of links to websites should be explicit in describing what the reader will encounter when clicking the link (i.e. "Temple University Policies website.")	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Alternative text is needed in Word documents to provide a non-visual means of representing the CONTENT or FUNCTION of an image. (pictures, illustrations, images of text, shapes, charts, SmartArt, embedded objects)	fixed	fixed	NA	fixed	NA	NA	NA	NA	NA	NA
Adding table properties: first row in a table can be identified as a header row	OK	OK & changed tables to lists	NA	OK	NA	NA	NA	NA	NA	NA
create accessible links: Use descriptive link text; Keep the amount of text in the link to a minimum; Use underlined text with a color that stands out from the surrounding text	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Ordered (numbered) lists are used to present a group of items	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Unordered (bullet) lists are used for a group of items without a sequence:	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK
use simple language	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK
be careful with watermarks	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
provide table of contents for long docs	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Excel: sheet tabs have unique names, blank sheets removed										
Suggestions	checked reading order: OK									
PPT										
ALT tags for images, graphics and charts										
all text viewable in Outline View										
avoid flickering/flashing or animated text										
avoid using text boxes or graphics with text in them										
no use of smartArt										
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each slide has unique title										
elements are in correct reading order										
Audio & video files include captions or transcripts										
color contrast between text & background										
Sans-serif fonts used										

dates	08/30/17	08/31/17	08/31/17	8/8/31/17	08/31/17	08/31/17	09/01/17	09/01/17	09/01/17	09/01/17	09/02/17	09/02/17	09/02/17	09/04/17	09/04/17	09/04/17	09/04/17	09/04/17	09/04/17	09/04/17	09/05/17	09/05/17	09/05/17	
document	AGRI 2279 Syllabus	AGRI 2279 Introduction	AGRI 2279 module 1 Topic 1	AGRI 2279 Module 1 Topic 2 GPS GIS	AGRI 2279 Module 1 Topic 3 Software	AGRI Module 1 Topic 3 Software & trends	AGRI 2279 Module 2 Topic 1 getting started	AGRI 2279 Module 2 Topic 2 Reading files	AGRI 2279 Worksheet	AGRI 2279 Trimble GPS Tutorial questions	AGRI 2279 Precision Tech Discussion	AGRI 2279 Precision Tech Course Calendar	AGRI Precision CID	AGRI 2279 Module 4 Topic 2 Soil Test Pro	AGRI 2279 Module 4 Topic 1-3 Soil Sampling	AGRI 2279 Module 3 Topic 4 SMS	AGRI 2279 Module 2 Topic 3 Understanding the Management tree	AGRI 2279 Module 2 Topic 4 Managing Data	AGRI 2279 Module 2 Topic 5 Fx Boundaries	AGRI 2279 Module 2 Topic 6 Printing Outline	AGRI 2279 Module 3 Topic 1 Writing a Planting Prescription	AGRI 2279 Module 3 Topic 2 Writing a Fertilizer Prescription Overview	AGRI 2279 Module 3 Topic 3 Writing a Fertilizer Prescription	AGRI 2279 Module 3 Topic 3 Writing a Pivot Prescription
Structure the document using styles for headings (not just bold, italics and/or a different font size) and other formatting elements (such as color).	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed
Use the column or table feature to create columns.	Fixed: changed table to list	NA	NA	NA	NA	NA	fixed	fixed	NA	NA	NA	OK	NA	fixed	OK	OK	OK	OK	fixed	OK	OK	OK	OK	OK
Use text in addition to the color to convey information	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Render any mathematical equations or scientific notation used in the document beyond basic operations (e.g., addition, subtraction, multiplication, and division) in an accessible MathML format through the use of an equation editor (e.g., MathType).	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Make sure any videos in the document have closed captions, and any audio has a transcript.	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
(Optional) Long documents (more than about 12 pages) should include a Table of Contents (inserted via the References tab, not manually created), and page numbers which are automatically updated.	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
(Optional) Text descriptions of links to websites should be explicit in describing what the reader will encounter when clicking the link (i.e., "Temple University Policies website.")	NA	NA	NA	NA	NA	NA	NA	NA	NA	fixed	fixed	OK	NA	OK	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Alternative text is needed in Word documents to provide a non-visual means of representing the CONTENT or FUNCTION of an image. (pictures, illustrations, images of text, shapes, charts, SmartArt, embedded objects)	NA	NA	NA	NA	NA	NA	NA	fixed	NA	NA	NA	fixed	NA	fixed	NA	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed
Adding table properties: first row in a table can be identified as a header row	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	OK	changed table to list	fixed	OK	OK	fixed	OK	fixed	OK	OK	OK	OK	OK
create accessible links: Use descriptive link text; Keep the amount of text in the link to a minimum; Use underlined text with a color that stands out from the surrounding text	NA	NA	NA	NA	NA	NA	fixed	OK	NA	fixed	NA	fixed	NA	OK	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Ordered (numbered) lists are used to present a group of items	fixed	NA	NA	NA	NA	fixed	NA	fixed	NA	NA	NA	NA	NA	fixed	fixed	OK	OK	OK	OK	OK	OK	OK	OK	OK
Unordered (bullet) lists are used for a group of items without a sequence: use simple language	fixed	OK	OK	OK	fixed	OK	fixed	fixed	fixed	fixed	OK	OK	fixed	OK	fixed	fixed	OK	OK	fixed	OK	OK	OK	OK	OK
be careful with watermarks	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK
provide table of contents for long docs	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Excel: sheet tabs have unique names, blank sheets removed	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Comments																								
PPT																								
ALT tags for images, graphics and charts																								
all text viewable in Outline View																								
avoid flickering/flashing or animated text																								
avoid using text boxes or graphics with text in them																								
no use of smartArt																								
use of built-in templates																								
each slide has unique title																								
elements are in correct reading order																								
Audio & video files include captions or transcripts																								
color contrast between text & background																								
Sans-serif fonts used																								

dates	08/31/17	08/31/17	08/31/17	08/31/17									
document	AGRI 2295 AEROSimR C config	AGRI 2295 Intro Activities	TAACCCT Adv Precision CID	AGRI 2295 Advanced Prec. Tech Calendar									
Structure the document using styles for headings (not just bold, italics and/or a different font size) and other formatting elements (such as color).	fixed	fixed	fixed	fixed									
Use the column or table feature to create columns.	NA	NA	fixed: changed table to list	OK									
Use text in addition to the color to convey information	NA	NA	NA	NA									
Render any mathematical equations or scientific notation used in the document beyond basic operations (e.g., addition, subtraction, multiplication, and division) in an accessible MathML format through the use of an equation editor (e.g., MathType).	NA	NA	NA	NA									
Make sure any videos in the document have closed captions, and any audio has a transcript.	NA	NA	NA	NA									
(Optional) Long documents (more than about 12 pages) should include a Table of Contents (inserted via the References tab, not manually created), and page numbers which are automatically updated.	NA	NA	NA	NA									
(Optional) Text descriptions of links to websites should be explicit in describing what the reader will encounter when clicking the link (i.e. "Temple University Policies website.")	NA	NA	NA	NA									
Alternative text is needed in Word documents to provide a non-visual means of representing the CONTENT or FUNCTION of an image. (pictures, illustrations, images of text, shapes, charts, SmartArt, embedded objects)	fixed	fixed	NA	fixed									
Adding table properties: first row in a table can be identified as a header row	NA	NA	NA	OK									
create accessible links: Use descriptive link text; Keep the amount of text in the link to a minimum; Use underlined text with a color that stands out from the surrounding text	NA	NA	NA	NA									
Ordered (numbered) lists are used to present a group of items	NA	NA	OK	NA									
Unordered (bullet) lists are used for a group of items without a sequence:	OK	OK	fixed	NA									
use simple language	OK	OK	OK	OK									
be careful with watermarks	NA	NA	NA	NA									
provide table of contents for long docs	NA	NA	NA	NA									
Excel: sheet tabs have unique names, blank sheets removed													
Suggestions													
PPT													
ALT tags for images, graphics and charts													
all text viewable in Outline View													
avoid flickering/flashing or animated text													
avoid using text boxes or graphics with text in them													
no use of smartArt													
use of built-in templates													
each slide has unique title													
elements are in correct reading order													
Audio & video files include captions or transcripts													
color contrast between text & background													
Sans-serif fonts used													

dates	09/07/17	09/07/17	09/07/17	09/07/17	09/07/17	09/07/17	09/07/17	09/07/17	09/08/17	09/08/17	09/08/17	09/08/17	09/08/17	09/08/17	09/10/17	09/11/17	09/10/17	09/10/17	09/10/17	09/10/17
document	GIS 1110 Technician Certif. Overview	GIS 1110 Module 1 Outline	GIS 1110 Module 2 Outline	GIS 1110 Module 2 Outline	GIS 1110 Grading Rubric for Discussions	GIS 1110 Module 2 Outline	GIS 1110 Module 5 Outline	GIST 1110 Introduction Outline	GIST 1110 CID	Student Survey GIS	Certificate Program Proposal GIS 2014	Coop Inquiry Cover Letter GIS	Brochure GIS 2017	GIST 1110 Module description	GIST 1110 Module 10 Outline	GIST 1110 Module 9 Outline	GIST 1110 Module 8 Outline	GIST 1110 Module 7 Outline	GIST 1110 Module 6 Outline	
Structure the document using styles for headings (not just bold, italics and/or a different font size) and other formatting elements (such as color).	fixed	Fixed & removed text boxes	Fixed & removed text boxes	Fixed & removed text boxes	Fixed	fixed	fixed	fixed	fixed	fixed	fixed: took everything out of text boxes	fixed	fixed	fixed	fixed	fixed	Fixed & removed text boxes	Fixed & removed text boxes	Fixed & removed text boxes	Fixed & removed text boxes
Use the column or table feature to create columns.	NA	NA	NA	NA	NA	NA	NA	NA	fixed	NA	OK	NA	fixed	NA	NA	NA	NA	NA	NA	NA
Use text in addition to the color to convey information	NA	fixed	fixed	fixed	NA	fixed	fixed	fixed	fixed	NA	NA	NA	NA	NA	NA	NA	NA	fixed	fixed	fixed
Render any mathematical equations or scientific notation used in the document beyond basic operations (e.g., addition, subtraction, multiplication, and division) in an accessible MathML format through the use of an equation editor (e.g., MathType).	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Make sure any videos in the document have closed captions, and any audio has a transcript.	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
(Optional) Long documents (more than about 12 pages) should include a Table of Contents (inserted via the References tab, not manually created), and page numbers which are automatically updated.	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
(Optional) Text descriptions of links to websites should be explicit in describing what the reader will encounter when clicking the link (i.e. "Temple University Policies website.")	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	OK	NA	NA
Alternative text is needed in Word documents to provide a non-visual means of representing the CONTENT or FUNCTION of an image. (pictures, illustrations, images of text, shapes, charts, SmartArt, embedded objects)	NA	NA	OK	OK	OK	OK	NA	NA	fixed	NA	fixed	NA	fixed	NA	NA	NA	OK	NA	OK	
Adding table properties: first row in a table can be identified as a header row	removed table: used list	NA	took table out of text box	took table out of text box	took table out of text box	took table out of text box	took table out of text box	took table out of text box	OK	NA	OK	NA	OK	NA	NA	NA	removed table from text box	NA	removed table from text box	
create accessible links: Use descriptive link text; Keep the amount of text in the link to a minimum; Use underlined text with a color that stands out from the surrounding text	NA	NA	NA	NA	NA	NA	NA	NA	OK	NA	NA	NA	NA	NA	NA	NA	OK	NA	NA	
Ordered (numbered) lists are used to present a group of items	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Unordered (bullet) lists are used for a group of items without a sequence:	fixed	fixed	Fixed	Fixed	Fixed	fixed	fixed	fixed	fixed	fixed	fixed	NA	OK	NA	fixed	fixed	Fixed	fixed	Fixed & removed text boxes	
use simple language	OK	OK	OK	OK	NA	NA	NA	NA	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK
be careful with watermarks	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
provide table of contents for long docs	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Excel: sheet tabs have unique names, blank sheets removed																				
Suggestions											reading order of table OK									
PPT																				
ALT tags for images, graphics and charts																				
all text viewable in Outline View																				
avoid flickering/flashing or animated text																				
avoid using text boxes or graphics with text in them																				
no use of smartArt																				
use of built-in templates																				
each slide has unique title																				
elements are in correct reading order																				
Audio & video files include captions or transcripts																				
color contrast between text & background																				
Sans-serif fonts used																				

dates	09/12/17	09/12/17	09/12/17	09/12/17	09/12/17	09/12/17	09/12/17	09/12/17	09/12/17	09/12/17	09/12/17	09/12/17	09/12/17	09/12/17
document	GIST 1120 Course Syllabus	GIST 1120 final Project	GIST 1120 Introduction Outline	GIST 1120 Module 1 Outline	GIST 1120 Module Descriptions	GIST 1120 Module 2 Outline	GIST 1120 Module 3 Outline	GIST 1120 Module 4 Outline	GIST 1120 Module 5 Outline	GIST 1120 Module 6 Outline	GIST 1120 Module 7 Outline	GIST 1120 Module 8 Outline	GIST 1120 Module 9 Outline	GIST 1120 Module 9 Outline
Structure the document using styles for headings (not just bold, italics and/or a different font size) and other formatting elements (such as color).	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed
Use the column or table feature to create columns.	OK	NA	OK	OK	NA	OK	OK	OK	OK	NA	NA	NA	OK	
Use text in addition to the color to convey information	fixed	NA	fixed	fixed	NA	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed
Render any mathematical equations or scientific notation used in the document beyond basic operations (e.g., addition, subtraction, multiplication, and division) in an accessible MathML format through the use of an equation editor (e.g., MathType).	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Make sure any videos in the document have closed captions, and any audio has a transcript.	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
(Optional) Long documents (more than about 12 pages) should include a Table of Contents (inserted via the References tab, not manually created), and page numbers which are automatically updated.	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
(Optional) Text descriptions of links to websites should be explicit in describing what the reader will encounter when clicking the link (i.e. "Temple University Policies website.")	NA	fixed	NA	NA	NA	fixed	fixed	OK	OK	fixed	OK	NA	NA	
Alternative text is needed in Word documents to provide a non-visual means of representing the CONTENT or FUNCTION of an image. (pictures, illustrations, images of text, shapes, charts, SmartArt, embedded objects	fixed	fixed	fixed	OK	NA	OK	NA	OK	OK	fixed	NA	NA	OK	
Adding table properties: first row in a table can be identified as a header row	fixed: took table out of text box	NA	fixed: took table out of text box	fixed: took table out of text box	NA	Fixed: took table out of text box	NA	Fixed: took table out of text box	fixed: took table out of text box	NA	NA	NA	NA	
create accessible links: Use descriptive link text; Keep the amount of text in the link to a minimum; Use underlined text with a color that stands out from the surrounding text	NA	OK	NA	NA	NA	NA	fixed	fixed	OK	fixed	OK	NA	NA	
Ordered (numbered) lists are used to present a group of items	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	
Unordered (bullet) lists are used for a group of items without a sequence:	fixed	NA	fixed	fixed	NA	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	
use simple language	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	
be careful with watermarks	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	
provide table of contents for long docs	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	
Excel: sheet tabs have unique names, blank sheets removed														
Suggestions														
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ALT tags for images, graphics and charts														
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each slide has unique title														
elements are in correct reading order														
Audio & video files include captions or transcripts														
color contrast between text & background														
Sans-serif fonts used														

dates	09/14/17	09/14/17	09/14/17	09/14/17	09/14/17	09/14/17	09/14/17	09/14/17	09/14/17	09/14/17	09/14/17	09/14/17	09/14/17	09/14/17	09/14/17	09/15/17	09/15/17	09/15/17	09/15/17	09/15/17	09/15/17	09/15/17
document	GIST 1130 Geodatabase PPT assign	GIST 1130 Course Syllabus	GIST 1130 Introduction	GIST Module 1 outline	GIST Module 2 outline	GIST Module 3 Outline	GIST 1130 Module Descriptions	Reviewing the Basics of Geospatial Data	GIST 1130 Module 4 Outline	GIST 1130 Module 5 Outline	GIST 1130 Module 6 Outline	GIST 1130 Module 7 Outline	GIST 1130 Module 8 Outline	GIST 1130 Module 9 Outline	GIST 1130 Final Project Instructions	GIST 1130 Data Acquisition Exercise	GIST 1130 Discussion Assignment	GIST 1130 Final Grading Criteria	GIST 1130 NE Hail Assignment	GIST 1130 NE Tornado Assignment	GIST 1130 Module 10 Outline Final Project	
Structure the document using styles for headings (not just bold, italics and/or a different font size) and other formatting elements (such as color).	fixed	fixed	fixed	fixed	fixed	fixed	just changed use of return for spacing	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed
Use the column or table feature to create columns.	OK	OK	OK	OK	OK	NA	NA	replaced text box tables with inserted table	OK	OK	OK	NA	NA	NA	fixed	NA	NA	NA	NA	NA	fixed	NA
Use text in addition to the color to convey information	NA	fixed	fixed	fixed	fixed	fixed	OK	NA	NA	NA	NA	fixed	fixed	fixed	NA	NA	NA	NA	NA	NA	NA	NA
Render any mathematical equations or scientific notation used in the document beyond basic operations (e.g., addition, subtraction, multiplication, and division) in an accessible MathML format through the use of an equation editor (e.g., MathType).	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Make sure any videos in the document have closed captions, and any audio has a transcript.	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
(Optional) Long documents (more than about 12 pages) should include a Table of Contents (inserted via the References tab, not manually created), and page numbers which are automatically updated.	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
(Optional) Text descriptions of links to websites should be explicit in describing what the reader will encounter when clicking the link (i.e. "Temple University Policies website.")	NA	NA	NA	NA	NA	NA	NA	OK	NA	NA	NA	NA	NA	NA	fixed	fixed	fixed	fixed	NA	fixed	NA	NA
Alternative text is needed in Word documents to provide a non-visual means of representing the CONTENT or FUNCTION of an image. (pictures, illustrations, images of text, shapes, charts, SmartArt, embedded objects)	OK	fixed	OK	OK	OK	NA	NA	fixed	OK	OK	OK	NA	NA	NA	fixed	fixed	NA	fixed	fixed	fixed	fixed	NA
Adding table properties: first row in a table can be identified as a header row	NA	OK	fixed: took table out of text box	fixed: took table out of text box	fixed: took table out of text box	NA	NA	fixed	removed table from text box	removed table from text box	removed table from text box	NA	NA	NA	removed table from text box	NA	removed table from text box	removed table from text box	NA	took table out of text box	NA	
create accessible links: Use descriptive link text; Keep the amount of text in the link to a minimum; Use underlined text with a color that stands out from the surrounding text	NA	NA	NA	NA	NA	NA	NA	OK	NA	NA	NA	NA	NA	NA	fixed	fixed	fixed	fixed	NA	NA	NA	NA
Ordered (numbered) lists are used to present a group of items	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Unordered (bullet) lists are used for a group of items without a sequence.	fixed	fixed	fixed	fixed	fixed	fixed	OK	fixed	fixed	fixed	fixed	fixed	fixed	fixed	NA	fixed	fixed	fixed	fixed	fixed	fixed	fixed
use simple language	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK
be careful with watermarks	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
provide table of contents for long docs	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Excel: sheet tabs have unique names, blank sheets removed																						
Suggestions																						
PPT																						
ALT tags for images, graphics and charts																						
all text viewable in Outline View																						
avoid flickering/flashing or animated text																						
avoid using text boxes or graphics with text in them																						
no use of smartArt																						
use of built-in templates																						
each slide has unique title																						
elements are in correct reading order																						
Audio & video files include captions or transcripts																						
color contrast between text & background																						
Sans-serif fonts used																						

dates	09/15/17	09/15/17	09/15/17	09/15/17	09/15/17	09/15/17	09/15/17	09/15/17	09/15/16	09/15/17	09/15/17	09/15/17	09/15/17	09/15/17	09/15/17	09/15/17	09/15/17	09/15/17
document	GIST 1140 Course Syllabus	GIST 1140 Module Discussion Assignments	GIST 1140 Introduction	GIST 1140 Module 1 Outline	GIST 1140 Module 1 Springfield	GIST 1140 Module 2 Outline	GIST 1140 Module 2 Project Chicago	GIST 1140 Module 3 Project Proosal	GIST 1140 Module 4 Outline	GIST 1140 Module 4 Project Huston	GIST 1140 Module 4 Project Lincoln	GIST 1140 Module 5 Outline	GIST 1140 Module 5 Project Hurricane Katrina	GIST 1140 Module 5 Project Process Summary	GIST 1140 Module 6 Capstone Project Requirements	GIST 1140 Module 6 Data Preparation Report Form	GIST 1140 Module 7 Instructor advice	GIST 1140 Module Descriptions
Structure the document using styles for headings (not just bold, italics and/or a different font size) and other formatting elements (such as color).	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed
Use the column or table feature to create columns.	OK	OK	OK	OK	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Use text in addition to the color to convey information	fixed	NA	NA	fixed	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Render any mathematical equations or scientific notation used in the document beyond basic operations (e.g., addition, subtraction, multiplication, and division) in an accessible MathML format through the use of an equation editor (e.g., MathType).	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Make sure any videos in the document have closed captions, and any audio has a transcript.	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
(Optional) Long documents (more than about 12 pages) should include a Table of Contents (inserted via the References tab, not manually created), and page numbers which are automatically updated.	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
(Optional) Text descriptions of links to websites should be explicit in describing what the reader will encounter when clicking the link (i.e. "Temple University Policies website.")	NA	fixed	NA	NA	NA	NA	NA	NA	NA	NA	NA	fixed	NA	NA	NA	NA	NA	NA
Alternative text is needed in Word documents to provide a non-visual means of representing the CONTENT or FUNCTION of an image. (pictures, illustrations, images of text, shapes, charts, SmartArt, embedded objects	fixed	OK	OK	OK	NA	NA	NA	NA	NA	NA	NA	NA	fixed	fixed	fixed	fixed	NA	NA
Adding table properties: first row in a table can be identified as a header row	OK	took table out of text box	took table out of text box	took table out of text box	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
create accessible links: Use descriptive link text; Keep the amount of text in the link to a minimum; Use underlined text with a color that stands out from the surrounding text	NA	fixed	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Ordered (numbered) lists are used to present a group of items	NA	NA	NA	NA	OK	NA	NA	OK	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Unordered (bullet) lists are used for a group of items without a sequence; use simple language	fixed	fixed	fixed	fixed	NA	OK	NA	NA	OK	fixed	OK	OK	OK	NA	NA	NA	NA	NA
be careful with watermarks	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK
provide table of contents for long docs	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Excel: sheet tabs have unique names, blank sheets removed	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Suggestions																		
PPT																		
ALT tags for images, graphics and charts																		
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each slide has unique title																		
elements are in correct reading order																		
Audio & video files include captions or transcripts																		
color contrast between text & background																		
Sans-serif fonts used																		

dates	09/18/17	09/18/17	09/18/17	09/18/17	09/18/17	09/18/17	09/18/17	09/18/17
document	GIST 1900 Course Syllabus	GIST 1900-1 Assignments	GIST 1900-1 Discussion Assignments	GIST 1900-1 Module Descriptions	GIST 1900-1 Course Syllabus	Job Interview Questions	Midterm Student Self Evaluation	Weekly Time Sheet Job Description
Structure the document using styles for headings (not just bold, italics and/or a different font size) and other formatting elements (such as color).	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed
Use the column or table feature to create columns.	OK	moved table to list	OK	NA	OK	NA	NA	OK
Use text in addition to the color to convey information	fixed	NA	NA	NA	fixed	NA	NA	NA
Render any mathematical equations or scientific notation used in the document beyond basic operations (e.g., addition, subtraction, multiplication, and division) in an accessible MathML format through the use of an equation editor (e.g., MathType).	NA	NA	NA	NA	NA	NA	NA	NA
Make sure any videos in the document have closed captions, and any audio has a transcript.	NA	NA	NA	NA	NA	NA	NA	NA
(Optional) Long documents (more than about 12 pages) should include a Table of Contents (inserted via the References tab, not manually created), and page numbers which are automatically updated.	NA	NA	NA	NA	NA	NA	NA	NA
(Optional) Text descriptions of links to websites should be explicit in describing what the reader will encounter when clicking the link (i.e. "Temple University Policies website.")	NA	NA	OK	NA	NA	NA	NA	NA
Alternative text is needed in Word documents to provide a non-visual means of representing the CONTENT or FUNCTION of an image. (pictures, illustrations, images of text, shapes, charts, SmartArt, embedded objects)	fixed	fixed	OK	NA	OK	NA	NA	fixed
Adding table properties: first row in a table can be identified as a header row	fixed	NA	took table out of text box	NA	took table out of text box	NA	NA	OK
create accessible links: Use descriptive link text; Keep the amount of text in the link to a minimum; Use underlined text with a color that stands out from the surrounding text	NA	NA	NA	NA	NA	NA	NA	NA
Ordered (numbered) lists are used to present a group of items	NA	NA	NA	NA	NA	NA	NA	NA
Unordered (bullet) lists are used for a group of items without a sequence:	fixed	fixed	fixed	OK	fixed	OK	OK	NA
use simple language	OK	OK	OK	OK	OK	OK	OK	OK
be careful with watermarks	NA	NA	NA	NA	NA	NA	NA	NA
provide table of contents for long docs	NA	NA	NA	NA	NA	NA	NA	NA
Excel: sheet tabs have unique names, blank sheets removed								
Suggestions								
PPT								
ALT tags for images, graphics and charts								
all text viewable in Outline View								
avoid flickering/flashing or animated text								
avoid using text boxes or graphics with text in them								
no use of smartArt								
use of built-in templates								
each slide has unique title								
elements are in correct reading order								
Audio & video files include captions or transcripts								
color contrast between text & background								
Sans-serif fonts used								

dates	09/11/17	09/11/17	09/11/17	09/11/17	09/11/17	09/11/17
document	TAACCT Confid. Of Student records	TAACT Grant Partic. Disclosure	TAACCCT Grant Partic. File check	TAACCT Partic. Intake form	TACCCT Partic. Spreadshee t	TAACCCT Proposal for course deve.
Structure the document using styles for headings (not just bold, italics and/or a different font size) and other formatting elements (such as color).	fixed	fixed	fixed	fixed		fixed
Use the column or table feature to create columns.	NA	NA	NA	NA		NA
Use text in addition to the color to convey information	NA	NA	NA	NA		NA
Render any mathematical equations or scientific notation used in the document beyond basic operations (e.g., addition, subtraction, multiplication, and division) in an accessible MathML format through the use of an equation editor (e.g., MathType).	NA	NA	NA	NA		NA
Make sure any videos in the document have closed captions, and any audio has a transcript.	NA	NA	NA	NA		NA
(Optional) Long documents (more than about 12 pages) should include a Table of Contents (inserted via the References tab, not manually created), and page numbers which are automatically updated.	NA	NA	NA	NA		NA
(Optional) Text descriptions of links to websites should be explicit in describing what the reader will encounter when clicking the link (i.e. "Temple University Policies website.")	NA	NA	NA	NA		NA
Alternative text is needed in Word documents to provide a non-visual means of representing the CONTENT or FUNCTION of an image. (pictures, illustrations, images of text, shapes, charts, SmartArt, embedded objects	NA	NA	NA	NA		NA
Adding table properties: first row in a table can be identified as a header row	NA	NA	NA	NA		NA
create accessible links: Use descriptive link text; Keep the amount of text in the link to a minimum; Use underlined text with a color that stands out from the surrounding text	NA	NA	NA	NA		NA
Ordered (numbered) lists are used to present a group of items	NA	NA	NA	NA		NA
Unordered (bullet) lists are used for a group of items without a sequence:	fixed	fixed	fixed	fixed: also changed table to list		fixed
use simple language	OK	OK	OK	OK		OK
be careful with watermarks	NA	NA	NA	NA		NA
provide table of contents for long docs	NA	NA	NA	NA		NA
Excel: sheet tabs have unique names, blank sheets removed					OK	
Suggestions					changed column headings	
PPT						
ALT tags for images, graphics and charts						
all text viewable in Outline View						
avoid flickering/flashing or animated text						
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