# Website Accessibility Checklist

**Instructions:**

* Use this checklist to check elements of accessibility in a site hosted on WordPress.
* Guideline links provide more information about the accepted principles of web accessibility as set forth in the Web Content Accessibility Guide (WCAG).
* **Links within the checklist items provide instructions** on how to determine compliance with accessibility principles and how to implement them on WordPress, but do not provide training on using or building a site in WordPress.

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| --- | --- | --- |
| WCAG Principle 1: Perceivable “Information and user interface components must be presentable to users in ways they can perceive.” | | |
| [Guideline 1.1](https://www.w3.org/WAI/WCAG21/quickref/#text-alternatives): “Provide text alternatives for any non-text content so that it can be changed into other forms people need, such as large print, braille, speech, symbols or simpler language.” | **Notes** | **Resolved** |
| Include [alt-text or label as decorative](https://drive.google.com/a/utk.edu/file/d/1pSmn_thMvdo1pUOzuzC0cmUZ7BG881HV/view?usp=sharing) for all non-text elements (e.g., graphics, photographs, charts, audio, animations, video). Where applicable, provide detailed text descriptions of elements in surrounding text. | Enter text here |  |
| [Guideline 1.2](https://www.w3.org/WAI/WCAG21/quickref/#time-based-media): “Provide alternatives for time-based media.” | **Notes** | **Resolved** |
| [Provide a transcript](https://drive.google.com/open?id=17yp0PaSd8u0g3CO11iddzvMgUQCJNLmj) for pre-recorded audio. | Enter text here |  |
| [Include captions](https://drive.google.com/open?id=1L87JprazZHx1_5MZkYPyLJpx33T9dwAH) for pre-recorded video content that are complete, accurate, and synchronized. | Enter text here |  |
| Provide [captions for live video](https://drive.google.com/open?id=18MozKKhDcT7WSrAyUJF24emt_7nzS-T8) content. | Enter text here |  |
| [Guideline 1.3](https://www.w3.org/WAI/WCAG21/quickref/#adaptable): “Create content that can be presented in different ways (for example simpler layout) without losing information or structure.” | **Notes** | **Resolved** |
| [Use heading styles and formatting features](https://drive.google.com/file/d/1glEk7IWUGx-Yetx6NUoPR11Y98uag_tX/view?usp=sharing) (e.g., bold/italics, tables, bulleting, etc.) to preserve information and relationships implied by visual or auditory formatting. | Enter text here |  |
| Present the [content sequence in an order](https://drive.google.com/a/utk.edu/file/d/117cDRfEMWEh_TeZdFWc09t3rfBQwprdk/view?usp=sharing) that reflects the meaning of the content and can be operated from a keyboard. | Enter text here |  |
| Provide [instructions in multiple ways](https://drive.google.com/a/utk.edu/file/d/1gfl8kLcRBwS1iTziGOlUfjK8GHKVnmJx/view?usp=sharing). Instructions should not rely solely on sensory characteristics of components such as shape, size, visual location, orientation, or sound. | Enter text here |  |
| [Guideline 1.4](https://www.w3.org/WAI/WCAG21/quickref/#distinguishable): “Make it easier for users to see and hear content including separating foreground from background.” | **Notes** | **Resolved** |
| [Use more than just color](https://drive.google.com/a/utk.edu/file/d/1lr0zqeZJ7YWk6cQ-1BrsKHBoCnlITLlH/view?usp=sharing) to convey information, indicate an action, prompt a response, or distinguish a visual element. | Enter text here |  |
| Use audio tools/plugins that [enable pausing](https://drive.google.com/a/utk.edu/file/d/13kTErPCTUg5afACeNDxGn2bs3zBRKEeA/view?usp=sharing) if audio lasts more than 3 seconds. | Enter text here |  |
| [Use a contrast ratio of at least 4:5:1](https://drive.google.com/file/d/15BViPH8HauZNPYd3sEzAbBHIQBXE9_0l/view?usp=sharing) in visual presentations of text (except for larger text, incidental text, or logotypes). | Enter text here |  |
| [Present all text in text format](https://drive.google.com/a/utk.edu/file/d/11jVuWhIkb5LfyEgjX6OEhj8AOsXtYvkZ/view?usp=sharing). Avoid images of text (e.g., memes). Logos are an exception. | Enter text here |  |
| WCAG Principle 2: Operable “User interface components and navigation must be operable.” | | |
| [Guideline 2.1](https://www.w3.org/WAI/WCAG21/quickref/#keyboard-accessible): “Make all functionality available from a keyboard.” | **Notes** | **Resolved** |
| Test whether the [keyboard can be used for all interactions](https://drive.google.com/a/utk.edu/file/d/1WhJUsa4VDIKEEB-4x7XFHMxBjWPVRnON/view?usp=sharing). Verify all drag and drop, hover, or hotspot interactions of embedded 3rd-party applications. Confirm that the focus can be moved to and away from all elements using only the keyboard. | Enter text here |  |
| [Guideline 2.2](https://www.w3.org/WAI/WCAG21/quickref/#enough-time): “Provide users enough time to read and use content.” | **Notes** | **Resolved** |
| [Add a mechanism for pausing, stopping, or hiding](https://drive.google.com/a/utk.edu/file/d/1BKIsOn2VhKuZbMbsPN90yM6wxdxEbj22/view?usp=sharing) all moving, blinking, or auto-updating information. | Enter text here |  |
| [Guideline 2.3](https://www.w3.org/WAI/WCAG21/quickref/#seizures-and-physical-reactions): “Do not design content in a way that is known to cause seizures or physical reactions.” | **Notes** | **Resolved** |
| [Avoid content that flashes more than three times](https://drive.google.com/a/utk.edu/file/d/1WgI18zNLeFOTsz1TVTWXkbzfsvrRj0RQ/view?usp=sharing) per second.  (e.g., presentations, videos, gifs, or animations) | Enter text here |  |
| [Guideline 2.4](https://www.w3.org/WAI/WCAG21/quickref/#navigable): “Provide ways to help users navigate, find content, and determine where they are.” | **Notes** | **Resolved** |
| Add a way to [skip repeated blocks of content](https://drive.google.com/a/utk.edu/file/d/12WoVTWjLmXafzjgHBbLJZR8bWm9PgLIJ/view?usp=sharing) that appear on multiple pages. (Template level) | Enter text here |  |
| To [make content easily identifiable and searchable](https://drive.google.com/a/utk.edu/file/d/1BOMoVKrO8qlvkV1Wi3-SILSyLrRICbsJ/view?usp=sharing), use consistent and descriptive page titles, headings, labels and use HTML tags consistently. | Enter text here |  |
| [Use descriptive text for hyperlinks](https://drive.google.com/a/utk.edu/file/d/1uRtt-gs7epKxIIzUxnOct0f55uyCOdfj/view?usp=sharing). Avoid “click here.” | Enter text here |  |
| Provide [multiple ways to locate or navigate to content](https://drive.google.com/a/utk.edu/file/d/1h18xhzIAtPlj7q74eMhB2Ht7Npm7qNM5/view?usp=sharing) (e.g., custom menu). | Enter text here |  |
| Make sure that the [keyboard focus indicator is visible](https://drive.google.com/a/utk.edu/file/d/1VWyqEpDFY1x6ZGzwdcxlkpl2XxhE4U8_/view?usp=sharing). (Template level) | Enter text here |  |
| [Guideline 2.5](https://www.w3.org/WAI/WCAG21/quickref/#input-modalities) & [3.2:](https://www.w3.org/WAI/WCAG21/quickref/#consistent-identification) “Make it easier for users to operate functionality through various inputs beyond the keyboard.” | **Notes** | **Resolved** |
| [Match the programmatic name with the visible text label](https://drive.google.com/a/utk.edu/file/d/1gijXkYLbT7HppXTAqog9x8pPHm0sGz2m/view?usp=sharing) for user interface elements. Identify user interface elements (e.g., icons, buttons, boxes, text fields, pagination) that have the same functions consistently. | Enter text here |  |
| WCAG Principle 3: Understandable “Information and the operation of the user interface must be understandable.” | | |
| [Guideline 3.2](https://www.w3.org/WAI/WCAG21/quickref/#predictable): “Make Web pages appear and operate in predictable ways.” | **Notes** | **Resolved** |
| [Use consistent navigation](https://drive.google.com/open?id=1gijXkYLbT7HppXTAqog9x8pPHm0sGz2m). Pages that serve parallel functions follow the same basic structure. | Enter text here |  |
| [Guideline 3.3](https://www.w3.org/WAI/WCAG21/quickref/#input-assistance): “Help users avoid and correct mistakes.” | **Notes** | **Resolved** |
| If an input error is detected, [identify the error for the user and describe it](https://drive.google.com/a/utk.edu/file/d/1U-Hf7aJvma3OqJRupGYZ0H2EHznfvUW7/view?usp=sharing) in text. Include suggestions for how the user can correct errors. | Enter text here |  |
| Allow [users to review, reverse, and/or confirm legal, financial, or data transactions](https://drive.google.com/a/utk.edu/file/d/1m7IbiJufsUf9CRl-H_KeHyDONvC2X1b9/view?usp=sharing). | Enter text here |  |
| The following guideline would benefit from the assistance of Student Disability Services or OIT to complete. | **Notes** | **Resolved** |
| In video and synchronized media, provide audio descriptions or text-based alternatives for all visual only information (e.g., visual context, actors’ actions and expressions, non-speech sounds such as laughter, music, or off-screen voices). A text-based alternative (e.g., downloadable PDF in lieu of video) should read like a screenplay. | Enter text here |  |
| Additional Considerations | | |
| Office Suite | **Notes** | **Resolved** |
| [Word Document](https://drive.google.com/file/d/18KA23tmLxF5qiB5vYUZj_Y9DsDIwOm0O/view?usp=sharing) | Enter text here |  |
| [PowerPoint](https://drive.google.com/file/d/1uj-5JZQbOz-gz9TI58AA7lEJ-xodw_IT/view?usp=sharing) | Enter text here |  |
| [Excel](https://drive.google.com/file/d/12Xfa_rGWAUN208LTN1RIGRsOD4vhQJo_/view?usp=sharing) | Enter text here |  |
| Audio/Video | **Notes** | **Resolved** |
| Canvas Studio, YouTube | Enter text here |  |
| Audio Files (.mp3) | Enter text here |  |
| Web Tools | **Notes** | **Resolved** |
| [Zoom](https://drive.google.com/a/utk.edu/file/d/13kGQFYk5PqLmZW_YQvbC3MEO02u3XnYr/view?usp=sharing) | Enter text here |  |
| Flipgrid | Enter text here |  |
| Other | **Notes** | **Resolved** |
| PDFs | Enter text here |  |
| Digital Textbooks | Enter text here |  |

**Note:** This checklist includes guidelines adapted from [Web Content Accessibility Guidelines (WCAG 2.1)](https://www.w3.org/TR/WCAG21/) that are applicable for use on WordPress websites. Quoted principles and guidelines as well as the essential content and structure of these guidelines are copyright to the World Wide Web Consortium (W3C), which remains the authoritative source for the complete Guidelines. W3C has not endorsed this derivation.