POUR Digital Accessibility Checklist for Faculty

This checklist is organized around the POUR: Perceivable, Operable, Understandable, and Robust.

Getting Started

- ☐ Use platforms and tools licensed by UMBC -- these are reviewed for accessibility
- ☐ Check your Ally or Monsido reports -- remember, these do not include cloud or linked content
- ☐ Focus on high impact courses such as large enrollment or frequently offered courses
- ☐ Remediate essential content such as lecture materials/videos, syllabus, etc.

PERCEIVABLE

Information and user interface components must be presentable to users in ways they can perceive.

- ☐ **Text Alternatives**: Provide text alternatives for non-text content (e.g., images, videos).
- ☐ **Captions and Transcripts**: Include captions for videos and transcripts for audio content.
- ☐ **Content Structure**: Use headings, lists, and other structural elements to organize content.
- ☐ **Color Contrast**: Ensure sufficient color contrast between text and background.
- ☐ **Descriptive Links**: Use descriptive text for hyperlinks (e.g., "Read more about accessibility" instead of "Click here").

OPERABLE

User interface components and navigation must be operable.

- ☐ **Navigable Content**: Use clear and consistent navigation menus and links.
- ☐ **Avoid Flashing Content**: Avoid content that flashes more than three times per second.
- ☐ **Keyboard Navigation**: Ensure content is accessible via keyboard (e.g., tabbing through links).
- ☐ **Time Limits**: Provide options to extend or remove time limits on tasks.

UNDERSTANDABLE

Information and the operation of the user interface must be understandable.

- ☐ **Clear Language**: Use simple and clear language.
- ☐ **Instructions and Feedback**: Provide clear instructions and feedback for tasks.
- ☐ **Consistent Layout**: Maintain a consistent layout and design across all pages.
- ☐ **Readable Text**: Ensure text is readable and understandable (e.g., avoid jargon).

ROBUST

Content must be robust enough that it can be interpreted reliably by a wide variety of user agents, including assistive technologies.

- ☐ **Compatible with Assistive Technologies**: Ensure content is compatible with screen readers and other assistive technologies.
- ☐ **Regular Testing**: Regularly test content with accessibility tools and assistive technologies.
- ☐ **Updates and Maintenance**: Keep content and accessibility features up to date.