



SF State Course Accessibility Checklist

This checklist is provided as a guide for faculty to review accessibility of their instructional materials in order to make courses fully accessible to students with disabilities at SF state. This checklist assumes you are using [SF State supported course technologies](#) such as iLearn, CourseStream, ePortfolio, etc. For questions about this checklist or for further guidance in making your course accessible, contact the SF State ATI Team at access@sfsu.edu.

Course Materials

- I have submitted my textbook adoption request to the Bookstore according to the Provost's deadline and [Academic Senate Timely Adoption Policy](#). Generally mid-October for the Spring semester and mid-April for the Fall Semester.
- I have submitted my Course Reader source materials in a clean, legible format for photocopying.
- I am using SF State supported Course Technologies (ex. iLearn, CourseStream) in order to meet the University's Section 508 accessibility compliance standards
- I have submitted electronic reserve materials in a clean, legible format to the Library. Visit the Library's [Electronic Reserve page](#) for more information.
- I have authored accessible content within the iLearn learning management system.
- I have created a syllabus in an electronic and accessible format by using an accessible [syllabus template](#) or by [creating an accessible document](#).
- I have included the Disability Statement in my syllabus as worded in the [Academic Senate Syllabus Policy](#).
- I have designed course materials that are created in Microsoft Word, PowerPoint and Adobe Acrobat PDF so that they are accessible according to [SF State's best practices](#).
- I have identified video and/or audio based materials I will use in my course at least 8 weeks prior to the first day of class and reviewed the DPRC's [captioning information](#).
- The third party Internet resources (e.g. websites, blogs, wikis, quizzes, etc.) that I plan to use in class are accessible to all students. If not or unsure, I will [contact the SF State ATI team](#) for recommendations.
- I have planned for getting my [exams and quizzes](#) ready well in advance so that DPRC may convert them to accessible formats if needed.

Physical Access

- If my class has field trips, site visits or unique kinds of specific physical activity (e.g. trips to museums, theatre events, biking, swimming, collecting samples, etc.) I have provided notice so that students with disabilities may request accommodations.

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