



FEDERAL DEADLINE

April 24, 2027 · ADA Title II compliance

CAMPUS TARGET

WCAG 2.1 Level AA compliance · every active course

WHO THIS IS FOR

Every CSUEB faculty member · every active Canvas course

5 PRIORITIES THIS YEAR

1

Use approved tools
Canvas LMS, Panopto, and Zoom — all centrally supported and accessibility-vetted.

2

Choose accessible readings
Prefer the latest edition. Use HTML / web versions when available.

3

Make your materials accessible
Syllabus, handouts, slides, images, and recorded lectures.

4

Run UDOIT & verify
UDOIT is your starting point — resolve every flagged error, then verify WCAG 2.1 AA compliance manually. (See page 2.)

5

Escalate when stuck
Online Campus partners with the campus ATI program on complex remediation.

COURSE MATERIALS CHECKLIST

SYLLABUS & HANDOUTS

- Use real Heading 1, 2, 3 styles — not bold text
- Descriptive link text (not "click here")
- Color contrast at 4.5:1 minimum for body text
- Use built-in list tools (no manual dashes)
- Run Word's Accessibility Checker before posting

SLIDES & PRESENTATIONS

- Use built-in slide layouts (consistent reading order)
- Each slide has a unique title
- Alt text on every meaningful image
- High contrast text on backgrounds and gradients
- Captions on any embedded video

IMAGES & DIAGRAMS

- Concise alt text describing purpose, not appearance
- Decorative images: empty alt (alt="")
- Complex graphics: nearby long description
- Avoid text inside images — use real text
- No information conveyed by color alone

VIDEOS & RECORDED LECTURES

- Accurate captions (review auto-captions before sharing)
- Transcript available for audio-only content
- No flashing more than 3 times per second
- Audio description when visuals carry meaning
- Use Panopto / Zoom auto-caption + edit pass

PDFS & DOCUMENTS

- Tagged document structure (headings, lists, tables)
- Logical reading order and language set
- Selectable text — OCR scanned PDFs first
- Descriptive document title in metadata
- Bookmarks on documents longer than 10 pages

MATH, STEM & WEB CONTENT

- Use MathML or LaTeX (not images) for equations
- Alt text for any equation rendered as image
- Vet third-party tools through ICT review
- External links: confirm WCAG 2.1 AA conformance
- Note known accessibility gaps in the syllabus

NEED HELP?

Online Campus: online@csueastbay.edu · 510-885-2700
1:1 UDOIT and remediation consultations available year-round.

TRACK PROGRESS

Digital Accessibility Dashboard · UDOIT course report · Online Campus quarterly review.

ESCALATE

Complex remediation, third-party tool review, or accommodation requests:
Online Campus · online@csueastbay.edu.



Run **UDOIT** in your Canvas course

Universal Design Online content Inspection Tool

UDOIT (from Cidi Labs) is an LTI tool inside Canvas that scans your course content for accessibility issues and offers in-line fixes through UFIXIT. UDOIT reports a percentage, but the goal is **full WCAG 2.1 AA compliance** — which is binary, not score-based. UDOIT is disabled in new Canvas courses by default; turn it on in Settings, run a scan, and resolve every flagged error before each term.

SIX STEPS TO SET UP AND RUN UDOIT

STEP 1

Open your course in Canvas. Click **Settings** at the bottom of the course's left navigation menu.

STEP 2

On the Settings page, click the **Navigation** tab. You'll see two lists — enabled items on top, disabled items below.

STEP 3

Find **UDOIT** in the disabled (lower) list. Drag it into the enabled (upper) list, or use its menu to "Enable." Click **Save** at the bottom of the page.

STEP 4

UDOIT now appears in your course's left navigation. Click it. On first use, click **New Scan** to analyze your course content.

STEP 5

Review the report. UDOIT flags *errors* (must fix) and *suggestions* (recommended). Use the **UFIXIT** button to fix issues inline without leaving UDOIT.

STEP 6

Re-scan after fixes to track progress. The goal is **full WCAG 2.1 AA compliance by Spring 2027** — an automated UDOIT score isn't compliance on its own, so use the Pre-Publish Check below.

WHAT UDOIT CAN AND CANNOT CATCH

UDOIT catches automatically: missing alt text on images, missing or improper heading structure, table headers, low color contrast, missing language declarations, unstructured PDFs, video without captions, link text issues, and more.

UDOIT does NOT catch: the subjective quality of alt text, the accuracy of auto-generated captions, or third-party tool accessibility — those still need human review. UDOIT also does not scan content that lives outside Canvas (LTI tools, externally-hosted readings).

2-MINUTE PRE-PUBLISH CHECK

UDOIT score isn't enough. Before you publish or send out any course material, walk through these six questions:

- | | | |
|---|---|--|
| <input type="checkbox"/> Can I navigate everything using only a keyboard? | <input type="checkbox"/> Are documents readable (not scanned images)? | <input type="checkbox"/> If I'm relying on a third-party tool or LTI, is it accessible? |
| <input type="checkbox"/> Do all videos have captions? | <input type="checkbox"/> Did I run UDOIT and resolve every error? | <input type="checkbox"/> If something isn't accessible, document it and email online@csueastbay.edu . |

NEED HELP WITH UDOIT?

Online Campus offers one-on-one UDOIT walkthroughs. Email online@csueastbay.edu or call 510-885-2700 to book.

UDOIT HOW-TO GUIDE

CSUEB-specific UDOIT walkthrough (Cidi Labs, deployed as a Canvas LTI tool): csueastbay.screensteps.com/a/1961525

WHEN UDOIT CAN'T FIX IT

For complex remediation, contact **Online Campus** - online@csueastbay.edu.