

Checklist: Evaluating Existing Videos for Audio Descriptions

Federal Title II regulations require pre-recorded videos to be audio descriptive to ensure they are fully accessible to blind and low-vision individuals. Use this checklist to evaluate existing videos for audio descriptions.

Check off each item. If all items are checked, audio description is not required.

1. Listening Test

- ☐ I played the video without looking at the screen.
- ☐ I could follow everything using the audio alone.

If you **cannot** check both → You need to add the missing narration or AD.

2. Everything Important Is Spoken Aloud

- ☐ All steps or actions are spoken (“Select the Financial Aid tab”).
- ☐ Important on-screen text is spoken (headings, labels, success/error messages).
- ☐ Results or changes are spoken (“A confirmation message appears”).
- ☐ Any visual information needed for understanding (charts, diagrams, data) is spoken.
- ☐ If more than one person appears, each speaker is identified.

If **any box is unchecked**, narration needs improvement, or AD is required.

3. Only Meaningful Visuals Matter

- ☐ Any visual that carries meaning is explained in narration.
- ☐ Any visual that is **decorative only** does NOT need to be described.

If a meaningful visual is silent → You need narration or AD.

4. No “Missing Information” Phrases

Check your script for clarity:

- ☐ I avoid saying “click here” or “as you can see.”
- ☐ I avoid pointing/gesturing without explanation.
- ☐ I replace these with clear, explicit instructions (e.g., “Select the Submit button.”)

If you check all → narration is likely accessible.

5. The Final Compliance Test

- ☐ A student who cannot see the screen could still complete the task or fully understand the content using the **audio alone**.

If all boxes are checked → ☒ **Your video likely does NOT need audio descriptions.**

If not → Add missing details to narration or request an AD track from eLearning.