

10 Tips for Creating Accessible Course Content

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1. **Accessibility Statement:** added to Syllabus and course homepage. Include: Accessibility statement about content, Disability Accommodations statement and links to vendor accessibility information for software used in your course.
2. **Semantic Structure (also called Styles or Tags):** *always use* to create structure in Word, Open Office, HTML, etc. Headings: Heading 1 for document Title, Heading 2 for all section titles, and Heading 3 for all sub-section Titles. Also, Strong (instead of bold) and Emphasis (instead of italics). Table of Contents should be provided based on the Headings used. Table of Figures if document contains many images.
3. **True Bulleted or Numbered Lists, True Columns, True Tables:** always used instead of spacebar or tab.
4. **Ensure Readability:** divide large blocks of text into smaller more manageable sections, avoid complex sentences, use sans-serif font at approximately 12 points.
5. **Text Equivalents (i.e. alt text):** provided via Format Picture or Image Properties for every non-text element such as image, chart or graph. A clear, concise description approximately 120 characters that conveys meaning or purpose of the image. If ALT text alone is insufficient, provide a Long Description in surrounding text or as separate, accessible document.
6. **Avoid Color Coding:** color alone is not sole means of conveying important information.
7. **Sufficient Color Contrast:** between foreground (text) and background color. Also, ensure background does not overpower text on PowerPoint slides, Web page, etc.
8. **Descriptive Hyperlinks:** link text makes sense out of context. Avoid vague descriptions like Click Here or Email Me. Avoid using the URL. Instead, hyperlink text should describe the destination, such as: website name, document name, or other resource.
9. **Accessibility Checkers:** *always use* the software's built-in Accessibility Checker (Word, Open Office, Adobe Acrobat, Excel, PowerPoint, etc.). Follow the Repair recommendations. Conduct manual checks using accessibility checklists.
10. **Multimedia:** Audio-only provide Text Transcript; video-only provide Video Description (text description of key visual elements needed for comprehension); Audio+Video provide Closed Captions, Text Transcript, and Video Description. For accessible synchronous activities: ensure technology is accessible, verbally describe slide text and images, and avoid timed-response activities in Chat or Poll. Provide handouts 48 hours in advance.