Determining the accessibility of your course content

**Canvas**
Review content for accessibility using the Accessibility Checker. The Rich Content Editor tool checks for common accessibility errors within the Page editor.

The sidebar will indicate if no issues exist.

The accessibility checker will also identify content not meeting standards and provide suggestions to fix them.
Documents

Accessibility Checker

An accessibility checker is available for Microsoft Office Windows or Mac Word, PowerPoint and Excel. It checks your documents against a set of standard rules identifying possible issues avoiding making the contents very difficult or impossible for those with disabilities to understand. To run the Accessibility Checker,

Windows Instructions

1. Review Ribbon
2. Check Accessibility-Heading

Mac Instructions

1. Review tab
2. Check Accessibility

You will see a list of errors, warning, tips, and recommendations on how to fix them.

![Accessibility Checker inspection results](image1)

Heading Level Style Formatting

Formatting styles provide a consistent look and act as a navigation guide for the reader. Documents without headings appear unorganized and are difficult for people who use screen readers to follow the text. Headings offer a sequential and relational understanding. The title is Heading 1, and sections are Heading 2, subtopics are Heading 3.

Creating Headings by selecting,

1. Home Ribbon
2. Styles Group

![Heading Level Style Formatting](image2)
Alt Text

Alternative text (alt text) offers text descriptions for the content and function of the images independent of being able to see them. There are multiple suggestions for description lengths. However, Canvas suggestions include 15-16 words or 120-126 character limit. Microsoft Word suggests 1-2 sentences.

Create alt text for images using,

Windows Instructions
1. Right-click image
2. Format Object
3. Alt Text

Mac Instructions
1. Right-click image
2. Edit Alt Text

![Accessibility Checker](image)

**Figure 6 Sample Alt Text**

Tables

Tables have specific semiotic meaning and should only be used for tabular data not for layout. If a table is needed, it must be formatted appropriately. Always provide a caption and create column headers to distinguish the heading text from the table data.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lynn-Knight</td>
<td>Lancelot</td>
<td>561-867-5309</td>
</tr>
</tbody>
</table>

**Figure 7 Sample table configuration**

Select Table Properties to enable the settings.

Windows Instructions
1. Select the first row of the table
2. Right-click
3. Table Properties
4. Row tab
5. Check the “Allow row to break across pages” and “Repeat as header row at the top of each page” boxes
Mac Instructions
1. Select the first row of the table
2. Right-click
3. Table Properties
4. Row tab
5. Check the “Allow row to break across pages” and “Repeat as header row at the top of each page” boxes
6. Select OK
7. Alt text tab
8. Enter description
9. Select OK

![Figure 8 Table Properties]

Meaningful Links
Links should have clear anchor text description of the link destination. Avoid using phrases such as Click Here as it does not provide sufficient meaning.

Incorrect

[Click here](#) for help.

Correct

[Lynn Library Citation Help](#)

![Figure 9 Meaningful links]
Color
Ensure text and background have a sufficient level of contrast. The most common color blindness is distinguishing red from green or blue from yellow.

Scanned Documents
Scanned documents are completely inaccessible someone using a screen reader. The text becomes an image and cannot be highlighted or annotated for notes. Low visibility from poorly scanned documents distracts from comprehension. Refrain from using these types of documents as course content.
Video Captions
When linking to videos for course content, verify a closed caption (CC) or subtitle options are available. It is also a best practice to review, not all videos are accurately transcribed to the audio track.

In YouTube captions are available on videos where the owner has added them and, on some videos, where YouTube automatically provides them. Look beyond the ads to the actual video. If choosing YouTube specifically search for video with captions.
1. Entry or keywords into YouTube search bar
2. Select Filters button
3. Choose CC
A best practice is to include instructions on how to enable CC and subtitles.
1. In the video, tap in the upper right corner to display menu
2. Tap Captions
3. Tap English or your choice of available languages

*iPad instructions

If making individual content videos, be sure to write out a transcript. This document will make it much easier to create or edit closed captioning.
References


