

Quick Reference – 5 Accessibility Tips

Accessibility in online classes take time but it's time well spent. All students will benefit from having accessible materials whether they have a documented disability or not.

1) Provide equivalent alternatives to multimedia

When creating or selecting multimedia for a course, an equivalent option should be provided for students that cannot access the multimedia. Instructors should develop an alternative text transcript that can be posted or used in closed captioning the media

Recommendation:

Develop a script before recording any audio or video for your online course. It can be used as an equivalent and can also result in a better recording.

2) Provide “alternative” descriptions for images

For students that are using screen-reading software, adding an “ALT” (alternative) description for images can help them ‘see’ images or skip over unnecessary decorative images efficiently. Alternative images should be added to all images added within documents or within Canvas.

- See the Help Document: **Making Images Accessible (1)**

3) Make all file types accessible

When creating or selecting documents (i.e. Word, PDF, PowerPoint, etc.), ensure all files are accessible to students. Utilize built-in Word and PowerPoint formatting options to develop an accessible structure and/or convert your PDF to an accessible PDF file. PDFs are the preferred document format in Ecampus.

- See the Help Document: **Creating Accessible Documents (2)**

4) Create meaningful link names

When adding a webpage link, it is important to name the link meaningfully. All students (especially those using screen readers) will benefit from this clarity.

Example: If you have a link or a YouTube video, using ‘Click here’, or ‘<http://www.youtube.com/dfsdaufdio234>’ is meaningless to a student. Instead label all links meaningfully (i.e. “Video of Captain Horatio Hornblower”, “OSU Library Website”).

5) Use contrasting colors

Dark text on light backgrounds, or light text on dark backgrounds is recommended as a strategy for selecting colors in any document or course as some form of color blindness affects many students.

Tool to check contrast with a color palette to choose from: <http://www.contrastchecker.com/#>

Tool to Create an Accessible Color Palette if you know the color codes: <http://accessibility.oit.ncsu.edu/tools/color-contrast/>