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| What is Accessible Content?**Accessible course content can be perceived and understood by all students, including individuals with visual, auditory, physical, speech, cognitive, and neurological disabilities.****Accessibility is about reducing basic barriers to comprehension and learning.**Accessible Content Helps Everyone!If you follow basic accessibility guidelines when creating course content, ALL students will have a better experience, regardless of their abilities or needs. Accessibility RequirementsFor accessibility, always…Include links to your institution’s accessibility policy and student resources in the syllabus.When needed, allow for students to have more time to complete assignments and tests. |  |

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| Accessibility Checklist |
| **Basic Requirements** |  |
| Include links to your institution’s accessibility policy and student resources in the syllabus. |  |
| Give students adequate time to complete assignments and tests. |  |
| **Working with Text** |  |
| Use appropriate headings. |  |
| Format lists correctly. |  |
| Use text with good color contrast with its background. |  |
| Make link text descriptive. |  |
| **Working with Tables** |  |
| Use tables only for tabular data. |  |
| Add table headers and captions. |  |
| **Working with Images** |  |
| Add short, meaningful Alternative Text. |  |
| For decorative elements, leave Alternative Text blank. |  |
| Include long descriptions if needed. |  |
| Avoid using images of text when possible. |  |
| **Find and Fix Errors** |  |
| Use the **Accessibility Checker**  |  |
| **Other Course Content** |  |
| Make sure PDF text can be selected with a mouse or keyboard. |  |
| Use captioned video, with audio descriptions if possible. |  |

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| Creating Accessible Course Content in Sakai |
| *We are morally and legally obligated to provide all students with an equitable learning experience. Creating accessible course content is essential to support diverse learning styles and students’ needs.*  |

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| How should content be created?Formatting Documents* Organize a document like an outline, with **headings** indicating main ideas or topics. Screen reader and keyboard users need headings to navigate a page.
* Use the **numbered or bulleted list** button to mark a list. Screen readers identify correctly formatted lists for their users, and users can quickly skip to important items in the list.
* Make sure text has **good color contrast** with its background. Good contrast makes text readable; low vision or color blind readers need contrast.
* **Link text** must describe linked content for screen reader users to navigate websites.

**Working with Tables*** Tables should be used only for **tabular data**, not for layout.
* Tables should have **headers and captions**; these are needed for screen reader users to understand table content.

**Working with Images*** Add short, meaningful **Alternative Text (Alt Text)** to images that are critical to the document’s meaning. Alt Text lets non-sighted users perceive images.
* If an image is only a decorative element on a page, leave the **Alt Text** blank.
* If needed, include a **longer description** in the document’s text next to the image.
* Do not use an image of text if the same meaning can be conveyed with text alone.

**Check Accessibility*** Use the **Accessibility Checker** to quickly check for and fix problems!
 |  | How can I do it in Sakai?

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| **Select Headings**Choose a **Heading** from the *Paragraph Format* menu. **Normal** is the default setting. |
| **Make Lists** |  |
| **Edit Text/Background Colors** |  |
| **Table with Tabular Data** |
| **Add Table Headers and Captions**Right-click in your table and choose **Table Properties**. Select **First Row**, **First Column**, or **Both** for headers. |
| Add Alternative TextAdd Alternative Text when you insert a new image in the editor, or double-click on an existing image and type in the box provided. |
| **Check Accessibility** |

 |  | What else do I need to know?**Working with PDFs** * When you upload a PDF to your course site, make sure the text can be **selected** with a mouse or keyboard. Screen reader users cannot access text in a PDF that is just an image.

**Working with Video*** Use video with **Closed Captions**, and **audio descriptions** if possible. You may be able to find captioned video at your institution’s library; some online streaming videos also have interactive transcripts!
* If the video you want to use is not available with Closed Captions, plan ahead and request captioning assistance from your institution’s Student Access Center and/or library.

Get Help!**Help for Creating Accessible Content in Sakai:**[**http://sakai.screenstepslive.com/s/sakai\_help/m/50750/l/517395-what-does-it-mean-to-make-content-accessible**](http://sakai.screenstepslive.com/s/sakai_help/m/50750/l/517395-what-does-it-mean-to-make-content-accessible)**Additional Tools and Resources****Sakai Accessibility Working Group – Resources List**[**https://confluence.sakaiproject.org/display/2ACC/Accessibility+Resources+Listing**](https://confluence.sakaiproject.org/display/2ACC/Accessibility%2BResources%2BListing)**WebAIM Color Contrast Checker**[**https://webaim.org/resources/contrastchecker/**](https://webaim.org/resources/contrastchecker/)**NVDA Screen Reader**[**https://www.nvaccess.org/**](https://www.nvaccess.org/) |