

## COURSE ACCESSIBILITY GUIDELINES

### GENERAL COURSE GUIDELINES

- Orient your course moving from top to bottom, and then left to right.
- Disability Resource Center syllabus statement is required on all course syllabi.

### TEXT GUIDELINES

- Use sans serif fonts.
- Avoid using decorative elements to emphasize text.
  - Color, bold, italics, and underlining are not easily accessible to non-sighted users.
- Avoid vague or repetitive link text such as “click here” or “read more.”
- When using colors, choose those that have high contrast against one another.



### IMAGE GUIDELINES

- Avoid animated (especially blinking) images.
- Avoid using a lot of decorative images; images should have direct connection to the course material.
- Use ALT text for all content images. ALT text should describe the meaning conveyed by the image in the context of the course material, and it should be up to 150 characters.
- Give the image file itself a descriptive file name.
- Include a descriptive reference to the image within the surrounding text.

### VIDEO/AUDIO GUIDELINES

- Videos should be transcribed and captioned.
  - Canvas Studio will generate CC with 85% accuracy.
- Audio files should be transcribed.
  - Use Studio to get the initial verbiage, and then modify to transcript format.

