

Five Tips to Make Your Course Accessible in Canvas



Structure Your Content the Right Way

- Use headers in a logical order
- Use bullet and number feature to make lists
- Add spaces between sections
- Use defaulted Canvas color or check colors are accessible
- Use the Headings option in Canvas instead of fake headers such as bold or underlined text



Use Tables Appropriately

- Use tables to present data
- Avoid using tables for layout purposes such as button or page design placement



Use Alternative Text

- Provide context to links including titles of articles, websites, videos, and attachments
- Links should serve as a call to action (e.g. “read more”) instead of directives such as “click here.”



Use Meaningful Links

- Communicate what is happening in the picture
- Avoid using words like “graphic” or “image” to describe a picture
- Check the Decorative image option in Canvas for design items that do not provide additional context (e.g. banners, borders, spacers)



Use Accessibility Tools

- Take advantage of the accessibility tools available in Canvas:
 - [Canvas Accessibility Checker](#)
 - [Immersive Reader](#)
 - [Ally Course Accessibility Report](#)
- For text recognition [use the Scan & OCR feature in Adobe Acrobat Pro](#)
- To make Word Documents or PowerPoint presentations accessible, [use Microsoft's Accessibility Checker](#)