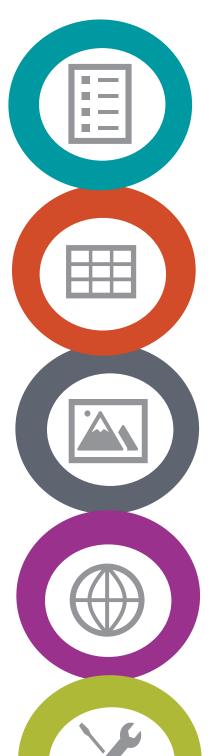
# Five Tips to Make Your Course Accessible in Canvas



## **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 <u>use the Scan & OCR feature in Adobe Acrobat</u> Pro
- To make Word Documents or PowerPoint presentations accessible, use Microsoft's Accessibility Checker



- **Additional Resources**
- Princeton Digital Accessibility
- Web Aim Color Contrast Checker