Creating Accessible Course Content in Canvas

General guidelines for accessible course content in Canvas

Course Design and Layout
A simple, clean and well-structured course layout allows user to scan the content quickly and easily.

- Simple, clean and uncluttered layout
- Clear and consistent navigation
- Content well-organized, chunked in short paragraphs
- Content well-structured, with section headings in a logical order

Text Formatting in the Rich Content Editor
The Rich Content Editor is the text editor in Canvas that allows you to add text, images, links as well as other multimedia materials. It is available in Announcements, Assignments, Discussions, Quizzes, Pages, etc. You can enter the content directly in the Rich Content Editor.

When you copy content from other sources (e.g., Word, webpage), the text you paste will carry the formatting from its sources. It is recommended you paste without formatting (Ctrl-Shift-V on a PC or Cmd-Opt-Shift-V on a Mac), or remove formatting after you paste using the clear formatting tool in the editor.

- Use the Paragraph drop-down menu for heading style
- Use the Font Size drop-down to adjust font sizes
- Use good color contrast for the text

Alternative Text for Images/graphics
Alternative text (alt text) is required for all images/graphics embedded in the content editor. As the alt text will be read aloud using a screen reader, a meaning description of the image/graphic should be given.
To add alt text, click on the Embed Image button in the Rich Content Editor, and you will be able to add an image and alternative text. To change the alt text of an existing image, select the image and click on the Embed Image button. The Insert/Edit Image window opens and you can then edit the image and alt text. More information about alternative text can be found on WebAIM website: How to add alternative text (http://webaim.org/techniques/alttext/).

**Links**

When adding a link to a website, instead of pasting the URL directly, use words to describe the link, which lets students know where the link takes them. When there are no descriptions, screen reader reads aloud the entire URL, which is not accessible. However, when adding description to the links, try to avoid terms such as “click here”. To add description to the links, enter the description first, then select it and click on the Link to URL button. You can then type or paste the URL of the website.
**Lists**
When creating lists in the Content Editor, always use numbered and bulleted lists buttons.

**Data tables**
Tables can be added directly in the Rich Content Editor. Click on the Table tool and you will be able to select the number of rows and columns for the table.

Once the table is inserted, highlight the first row of the table, click on the drop-down arrow of the Table tool, mouse-over Row and choose Row Properties from the menu. Select Header for the Row Type and click OK. This is let the screen reader know the first row is the header row.

**Captions for video and transcripts for audio files**
All video files need to be captioned; transcripts alone are not enough. Audio files need to be accompanied by transcripts. For additional information of video captioning, please visit [TLT website](http://tlt.unr.edu/captions.html).