Center for Teaching & Learning

Digital Accessibility Guide for Faculty

I. Run Accessibility Scans

- Use built-in tools:

    o Microsoft Word/PowerPoint/Excel: Use the Accessibility Checker under the "Review" tab.

    o Canvas: Use UDoIT to scan course content.

II. Prioritize Content

- Consider updates to "Master" courses
- Focus on published and available content

III. Remediate Content

- Microsoft Office Documents:

    o Use styles (e.g., Heading 1, Heading 2) for structure.

    o Ensure reading order is logical in PowerPoint.

    o Use tables only for data, not layout.

- PDFs:

    o Regenerate from accessible Word documents. Update "source file" information with Title property

    o Use tagged PDFs with proper headings and alt text.

- Videos:

    o Ensure accurate captions are available.

    o Use tools like Panopto's auto-captioning (then edit for accuracy)

    o Include transcripts for audio-only content.

- Images:
  - Add alt text that describes the image's purpose.
  - Avoid using images of text unless necessary (and provide the text in another format).
- Links:
  - Use descriptive link text (e.g., "Read the syllabus" instead of "Click here").

IV. Engage with Publishers and Third-Party Content Providers

- Ask about accessibility:
  - Request VPATs (Voluntary Product Accessibility Templates) or accessibility statements.
  - Confirm availability of captioned videos, screen reader compatibility, and keyboard navigation.
- Report issues:
  - If content is inaccessible, notify your provider
- Prefer accessible platforms:
  - Choose publishers who demonstrate commitment to accessibility and offer alternative formats.

V. Bonus Tips

- Use high contrast and readable fonts.
- Avoid color-only cues (e.g., "click the red button").
- Provide multiple means of engagement (e.g., text, video, discussion).
- Test your content with a screen reader (e.g., Immersive Reader).