

CRITICAL COMPONENTS FOR ACCESSIBLE ONLINE TEACHING CHECKLIST FOR FACULTY

1 ACCESSIBLE DOCUMENTS

All documents provided in the course site must be accessible to students with disabilities.

- Use **descriptive text for links**, so users know where the link goes.
- Use built-in **headings, bullets, and ordered lists**.
- Use the built-in **accessibility checker** in Microsoft Office Suite to find and correct errors.
- Use only the pre-existing **slide layouts PowerPoint**.
- Scanned PDFs are not accessible. Find an accessible copy through **Morris Library** or contact the **Center for Teaching Excellence**.

2 TEXT EQUIVALENTS FOR IMAGES

All images included in the course site must have a short text description, known as Alt Text.

- In Microsoft Word, add **alt text to your images**.
- In D2L, add **proper image Alt Text** when inserting an image into your course page.
- **Improve accessibility of images**, charts and other visuals in PowerPoint.

3 TEXT EQUIVALENTS FOR AUDIO AND VIDEO

For audio and video recordings, a text equivalent can be helpful for all learners. For audio, this can be in the form a transcript. For video, the text should be in the form of captions which are added to the video. The best way to begin is to type a script before recording. Auto-generated captioning tools can also be used to develop a base transcript. The results must be edited because auto-generated transcripts are only about 70% accurate.

- **Adding Captions in Zoom**
- **Adding Captions in YouTube**
- **Adding Captions in Echo 360**
- **Adding Captions in Microsoft Stream**



VERY IMPORTANT!

Auto-generated captions are not accurate enough for communication access. When deaf or hard of hearing students are enrolled in a course, instructors are notified in advance. The notification will direct faculty to contact **Disability Support Services** staff who will secure captions for all course videos.



Tips

MORE INFORMATION & SUPPORT

To learn more about creating an accessible course in D2L, review **Improve Your Courses With Brightspace Accessibility Checker**, or the resources at **accessibility.siu.edu**.

- Support for creating accessible courses is available from the **Center for Teaching Excellence**.
- Contact **Disability Support Services** for questions about assisting students with disabilities.