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.

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