

## Best Practices for Creating an Accessible Online Course

**Accessibility** - the design of products, devices, services, or environments so **all** people can utilize them effectively.

### Creating Course Materials:

1. Structure content using the D2L format tool or Word Styles tools
2. Write hyperlink text that clearly indicates the links destination
3. Avoid using files that have text that cannot be copied and pasted
4. Provide short text descriptions of image based content
5. Provide closed captioning or transcripts for all video and audio elements
6. Use large bold fonts on uncluttered pages with plain backgrounds
7. Use high contrast color combinations that can be read by people who are color blind
8. Address a wide range of language skills-don't use jargon, spell out acronyms

### Planning a Course:

9. Use clear, consistent layouts and organization to present your content
10. Assume a range of technology skill levels among students
11. Present content in a variety of ways
12. Use examples that are relevant to a variety of people
13. Offer outlines and other scaffolding tools
14. Provide students ample opportunities to practice
15. Allow adequate time for activities and practice
16. Provide frequent feedback and provide corrective opportunities

### Communicating:

17. Have clear directions
18. Provide options for communication, collaboration, and support
19. Include the required disability services statement in your syllabus
20. Add a statement asking students to indicate areas that were inaccessible
21. Establish standards of appropriate communication

### Resources for Creating Accessible Learning Items:

- [WCU Online Course Accessibility Checklist](#)
- [Creating Accessible Word Documents](#)
- [Creating Accessible PowerPoint Documents](#)
- [Check for Accessibility in Microsoft Word, Excel, and PowerPoint](#)
- [Creating Accessible PDF Documents](#)
- [Checking Accessibility of PDF files](#)
- [Desire2Learn Screen Reader Tips](#)
- [Desire2Learn Screen Magnifiers Tips](#)
- [Desire2Learn Keyboard only navigation tips](#)