



Accessible Content for Online Learning

Do:	✓	Don't:	✗
present text in written format (e.g. a Word document, website or ebook)	.com .doc .epub	present text in image format (e.g. scanned pages as images in .pdf documents)	.jpeg .pdf .png
include alt-text for images and diagrams		provide images or diagrams without alt-text	
upload videos to Panopto (automatically adding captions)		share videos without captions	
use document headings and styles		set all text to Normal	
use colours with high contrast		use colours with low contrast	
write descriptive text for links	<u>Descriptive context</u>	use 'click here' style links	<u>Click here.</u>
emphasise important points using font size, bold and <i>italics</i>	<i>clear emphasis</i>	rely on colour for emphasis or to convey information	unclear emphasis
use readable font sizes for presentations (24+)		use small font sizes for presentations	
ensure tables have headings and are used for holding data		use tables for layout purposes alone	
use the Blackboard Ally score and suggestions to improve accessibility		use materials with a low accessibility score and ignore the Blackboard Ally's suggestions	