

10 Tips for Creating Accessible Course Content

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Note: These tips are a starting point for creating accessible course content; for additional information, please download Section 508 Compliance and Online Course Content available in the USG Accessibility Tutorial located at http://www.usg.edu/siteinfo/accessibility_tutorial/training

1. Accessibility Statement added to Syllabus. Include: 1) Accessibility 508 Compliance statement; 2) Disability Accommodations statement; 3) Links to vendor accessibility information for specialty products used in your course.
2. Semantic Structure (or Styles) always used to create structure in Word, Open Office, HTML, etc. Heading 1 for Document Title; Heading 2 for all Section Titles; Heading 3 for all Sub-section Titles. Also, Strong (structural equivalent of bold); Emphasis (structural equivalent of italics). Other Style types are available, as needed. Table of Contents should be provided based on the Heading structure; Table of Figures, if needed.
3. True Bulleted or Numbered Lists, True Columns, True Tables always created instead of using spacebar or tab to create faux structure.
4. Ensure Readability: divide large blocks of text into smaller more manageable sections, avoid complex sentences, use sans-serif font at approximately 12 points.
5. Text Equivalents (ALT Text)