

# TIPS FOR ACCESSIBLE BLACKBOARD COURSES

FOLLOW THESE TIPS TO MAKE BLACKBOARD MATERIALS AND OTHER CONTENT ACCESSIBLE

## HEADINGS

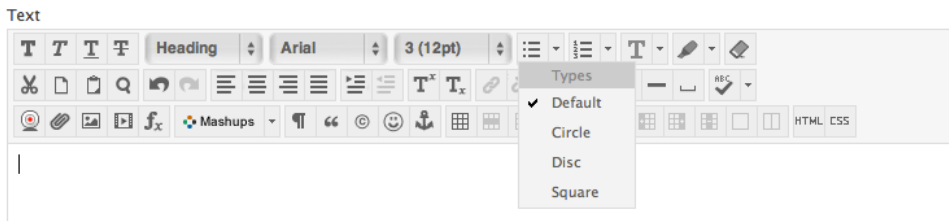
Use headings instead of font size, color, boldness, etc. to structure your page. Highlight text and select Heading# from format menu in tool bar.

- Headings should be in numeric order:
  - Heading 1: Title
  - Heading 2: Chapters
  - Heading 3: Subjects, etc.
- Don't skip Heading levels. All headings can be used more than once, such as for multiple chapters.



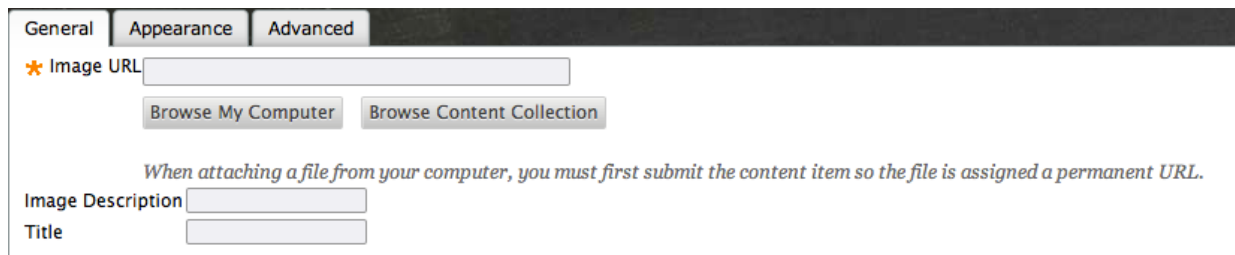
## LISTS

Select content you want to make into a list. Select either Unordered or Ordered List from the text editor.



## IMAGES AND GRAPHICS

When inserting images, including graphs and charts, provide alternative text or captions. Write a description that conveys the relevant content of the image. Alternatively, add the description as a caption.



## COLOR

Avoid using color alone to convey meaning or emphasis. Use sufficient color contrast. Does your graphic make sense printed in black and white? Avoid the color combinations red/black, blue/yellow, or red/green.

## VIDEO AND AUDIO

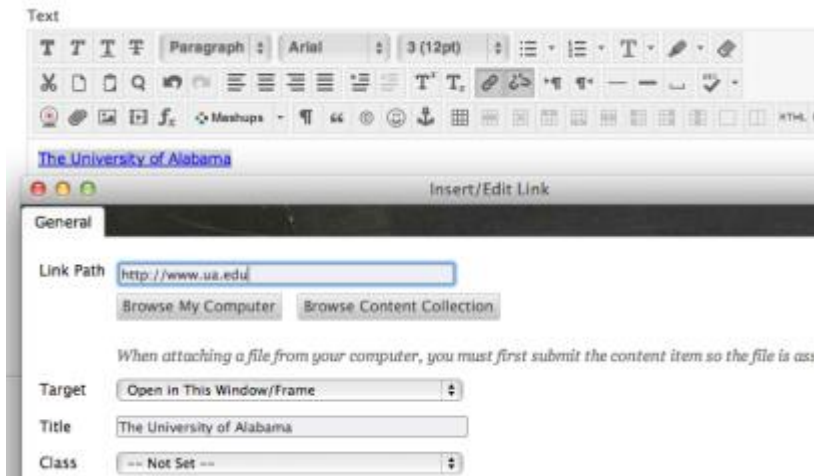
Use captioned video and offer audio transcripts. Avoid requiring blinking and flashing content in your course, particularly video with firearms battle or lightning storms. If truly necessary, limit to no more than 3 flashes per second and do not use the color red.

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## LINKS

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When inserting a link, describe the link's destination in the caption field, such as the name of the website. Do not use instructions such as "click here" or "read more".

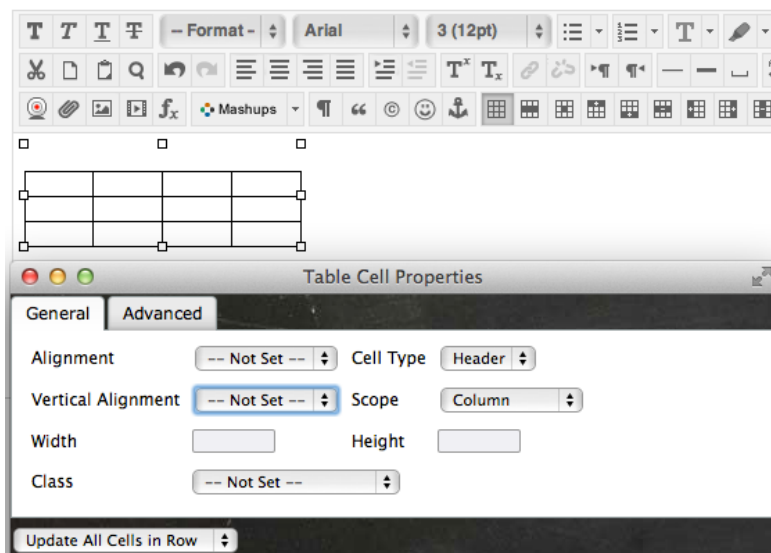


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## TABLES

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When using tables, designate column headers. Right click the cell to be a header > cell properties > select Header from cell type field. In the Scope field, select Column. If all cells in row or column should be headers, update all cells. Note that screen readers read tables left to right, top to bottom. Merged and split cells may alter the reading order.



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## ACCESSIBILITY CHECKERS

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- Visit the National Center on Disability and Access to Education for steps to make accessible content (<http://ncdae.org/resources/cheatsheets/>), including using Microsoft Office Accessibility Checkers.
- Use the WebAIM accessibility toolbar add-on for Firefox to test your Blackboard course for sufficient access and possible issues: <http://wave.webaim.org/toolbar/>.