

## 11 Steps to Digital Accessibility

1. Use clear and consistent layouts. Avoid background colors.
2. Use [styles instead of individual style buttons](#).
3. Create [Hyperlinks](#) using descriptive language.
4. Use concise [alt-text](#) for images and tables and consider audio description for videos.
5. [Caption](#) or transcribe video and audio at 99% accuracy.
6. Use high contrast color combinations and consistent fonts throughout.
7. Avoid overuse of underlining words, CAPS, bold, italics, or animated and blinking graphics.
8. Create [Accessible Documents](#) and [NCDAE Cheatsheet](#) for application(s) you often use.
9. Include the [SMU Accessibility Statement](#) and [Access Services Website](#) on your syllabus for resources.
10. Please consider access issues using Zoom.
11. Post syllabus and open course 2 weeks prior to the start of the course.

## Digital Accessibility PPT

[Here is the Digital Accessibility PowerPoint](#) created by Access Services for insight into useful tools and information regarding Accessibility.

## Higher Education Compliance Kit

[Higher Ed Compliance Kit](#): by the Rev Higher Education Team meets the needs of your students in the post-COVID-19 era. Get the resources you need to understand the laws affecting your university in this new world—including tips on how to make your content far more accessible.

## How to Add Captions to a Video with Panopto

Utilize this resource to add [ASR \(Automatic Speech Recognition\)](#) to your course videos!

## Resources for Online Teaching

Below you will find a number of useful resources to support you as your classes go online.

Helpful articles for online learning:

- [Promoting inclusion and success for people with disabilities.](#)  
(Disabilities, Opportunities, Internet working, and Technology).

- [Classroom Tools for Accessibility](#) (Tips on making accessible Word docs, PDF's, presentations, Videos and captioning, etc).
- [20 Tips for Teaching an Accessible Online Course](#)
- [30 Web Accessibility Tips](#)
- [Mapping Access: Accessible Teaching In a Time of CO-VID 19](#)
- [Explore Access: Tools for Promoting Access and Inclusion](#)
- [SMU's Accommodation Resources for Students and Staff](#)

### **Useful Resources for online learning:**

- Plan to use [Tegrity](#) to record class sessions to support students who require more time to absorb spoken messages
- Plan to use [alt-text for images](#) in Powerpoint presentations to support students who use screen-readers to review slide presentations
- Plan to use [Snapverter](#) to convert PDFs and other content to support students who use screen readers to read text documents
- Plan to [close-caption my Tegrity videos](#) or use the [Panopto resource page](#) to support students/international students who have difficulty processing audio content
- Plan to [post lecture notes to Blackboard](#) to support students who need more time to process in-class lectures and absent students
- Review the additional instructions for how to provide extended time for students with accommodations through Access Services ([Text](#), [Video](#)).
- Plan to use [styles instead of individual style buttons](#) when creating Word documents to support students who use screen-reading software
- [Closed-Captioning in Zoom](#)

- [Google Hangout-Meet accessibility](#)
- Utilize this resource to add [ASR \(Automatic Speech Recognition\)](#) to your course videos!
- Utilize this Blackboard Ally [File Transformer](#) to convert your course files into alternative formats that fit your needs, devices, and learning preferences!

### **Digital Technology**

- [ADA Compliance for Online Course Design](#)
- [Designing an Accessible Online Course](#)
- [Consider the Perspective of the Student with a Disability](#)
- [20 Tips for Teaching an Accessible Online Course](#)
- [MN State Digital Accessibility](#)
- [Closed Captions are Equal Access!](#)