

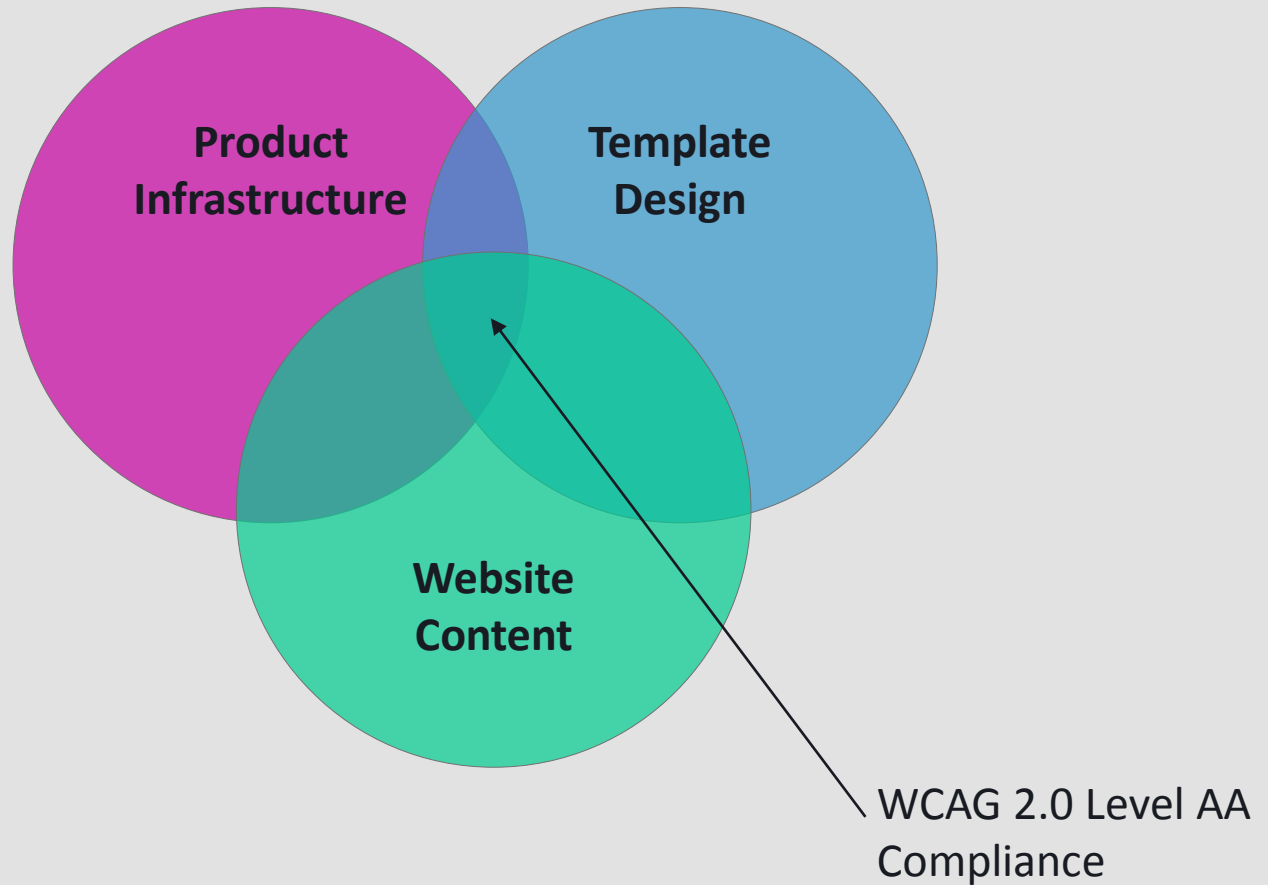
Blackboard

Website accessibility 101: What it is and how it impacts your school

January 2017



Accessibility in WCM (formerly Schoolwires)



Inclusive Content

Thinking inclusively means revisiting content and ensuring it's set up for universal consumption. It also means choosing not to use content that doesn't meet expectations.



Quick Checklist: The Content

Evaluate all content for the following elements:

- Images have alternative text
- No images of text or blinking images and animations
- Word and PowerPoint documents are properly structured
- PDFs are tagged for accessibility
- Videos are captioned
- Instructions are clear and succinct
- Color choices have proper contrast
- Tables are not used for layout



Formatting accessible documents

Structure & Formatting



Proper use of tables



Alt Text for Images



*Read full article about [Formatting Accessible Documents](#) on Blackboard Help

Principles of PowerPoint Accessibility

Slide Titles



Reading Order



Alt Text for Images



Self-describing links



*Read full article about the [Principles of PowerPoint Accessibility](#) on Blackboard Help

Building accessible PDFs

Start from a well formatted source file.



Include accessibility tags when saved to PDF.



Invest in Acrobat Pro and use its accessibility tools



*Read full article about [Formatting Accessible Documents](#) (look for PDF section) on Blackboard Help

Captioning Videos

Find already captioned videos



Start with a storyboard



Upload to YouTube



Edit automatic captions

