

Universal Design Strategies

Planning online courses/digital resources with accessibility and usability in mind can save you hours of time later.

- Gather content and use outlines or concept maps to organize flow of the content
- Provide simple, consistent navigation
 - Make sure links are descriptive

Choose LMS tools carefully and test for effectiveness

- Utilize practice tests
- Accommodate students with “extended time” as needed
- Beware of using whiteboards and chat clients
- Email may be a better choice for blind students than LMS messages
- Make sure to use proper heading tags when necessary within text boxes when creating content

Use good practices for discussion boards

- Use descriptive topic headings
- Encourage threaded discussions

Use color with care

- Contrast
- Do not use color alone to convey meaning

Provide accessible document formats

- MS Word – use formatting tools correctly
- PDF files are only accessible as the document from which they were created

Choose fonts carefully

- San Serif fonts are easier for low vision readers to see
- Large enough to read comfortably

Make use of white space to improve readability

- Bulleted or number lists to break up large amounts of text

If it is auditory make it visual; if it is visual make it auditory

- Use graphs, drawings and images to augment text

- Add “alt-text” for images
- Typed transcripts for audio clips
- Synchronized captioning for video clips

Make use of built-in or 3rd party tools to check accessibility problems and fix them

- Built in accessibility checker in Word and PowerPoint
- Accessibility check in Adobe Acrobat
- Check that captioning in YouTube videos are not auto-captioned (not compliant)