

Evaluating accessibility

Making sure your written and recorded teaching materials are accessible and inclusive will improve the learning experience for all students.

These three simple steps focus on key areas:

- The clarity and layout of written documentation
- Captioning spoken video and audio content
- Embedding the principles of inclusivity throughout to ensure all students feel part of the learning community



PREPARATION:

Gather together your materials



TIMING:

Dependant on amount of material



EQUIPMENT:

PC/laptop, access to Teams, Panopto and Office 365



Durham
University

Centre for Academic Development

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CHECKING TEXT

Use clear, consistent layouts and organization schemes for presenting your content

Structure headings and lists using the styles features built in to Microsoft Word (and other programmes)

Avoid using tables unless you are presenting data.

2

MAKE LINKS CLEAR

Use descriptive wording for hyperlink text (e.g. "Essential reading for this week")

Avoid non-descriptive phrases (e.g. "click here" "read more" or "further info")

3

AVOID PDF

PDF documents were designed for printing. Lots of software can create PDFs, but the results may be inaccessible to screen readers. We recommend using an editable format like **Word** for text documents as it has a built in accessibility checker. This makes it easy for students to change the appearance if it helps them.

4

INCREASE CLARITY

Provide alternative text for images and graphs - concise descriptions of the content presented within them

Use large, bold fonts on uncluttered pages with plain backgrounds.

5

ENHANCE CONTRAST

Avoid colour combinations that are low contrast (e.g. grey text on a white background)

Ensure your choices also work for people who are colour blind. Tools such as the **accessibility checker** in Microsoft 365 products and **Blackboard Ally** can check this for you.

6

CAPTION VIDEO

Caption your videos or audio content. Start with the auto-captioning in **Teams** or **Panopto/Encore**. Once created, edit the caption to correct any transcription errors.

Further information can be found in DCAD's [Encore Staff Guides](#).

7

ENSURE CONSISTENCY

Talk to colleagues and chose a consistent set of IT tools across your program (e.g. for online meetings)

Use a standard template for all your courses on **Blackboard** to make it easy for everyone to find the resources and tools they need.

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FURTHER INFORMATION

