Accessibility Guidelines

These recommended guidelines are based on Quality Matters Standard 8 – Accessibility and Usability which reflects a commitment to accessibility and usability for all learners.

- 8.1 Course navigation facilitates ease of use.
- 8.2 Information is provided on accessibility of technologies required in the course.
- 8.3 The course provides alternative means of access to course materials in formats that meet the needs of diverse learners.
- 8.4 The course design facilitates readability.
- 8.5 Course multimedia facilitate ease of use.

Checklist:

- ✓ Information on the accessibility of the learning management system and additional required technologies is provided. (8.2)
- ✓ Links to accessibility statements for all required technologies is provided. (8.2)
- ✓ Contrast is used to make text easy to read. (8.1, 8.4)
- ✓ Design format is consistent throughout the course. (8.1, 8.4)
- ✓ Navigation is easy and intuitive. (8.1)
- ✓ Materials in the course such as video, audio or multimedia have transcripts or close captions, or state how students can obtain these materials in a timely manner. (8.3, 8.5)

Resources:

8 Tips for Standard 8, 2015 Annual Conference Presentation, Catherine Artac, Minnesota State University Moorhead.  

Blackboard Help – Accessibility Features
Blackboard Learn provides an accessible platform for students and instructors for equal access to online courses. Instructors have some responsibility to make their course content accessible. Students need to ask for accommodations if they need them. Find out how you can create and participate in inclusive learning experiences by using the accessibility features in Blackboard Learn. This site also includes links to the Blackboard YouTube channel where you can search for videos on Accessibility features in Blackboard.  
https://help.blackboard.com/Learn/Instructor/Accessibility/Accessibility_Features
Microsoft Support:

Use the Accessibility Checker on your Windows desktop to find accessibility issues
The Accessibility Checker tool finds accessibility issues in your Word documents, Excel spreadsheets, and PowerPoint presentations. The tool generates a report of issues that could make your content difficult for people with disabilities to understand. Accessibility Checker also explains why you should fix these issues and how to fix them.


Rules for the Accessibility Checker
To help ensure that your Office files are accessible, use the Accessibility Checker, a free tool available in Word, Excel, and PowerPoint on Windows or Mac. It finds accessibility issues and explains why each might be a potential problem for someone with a disability. It also offers suggestions on how to resolve each issue.

https://support.office.com/en-US/article/Rules-for-the-Accessibility-Checker-651e08f2-0fc3-4e10-aaca-74b4a67101c1