**Accessibility Priorities for Online Courses:**

**Headings**

Use headings and subheadings to form an outline of the page. They help non-visual users (including search engines) to understand how the page is organized and make it easy for screen reader users to navigate.

Source: <https://www.washington.edu/doit/30-web-accessibility-tips>

**Additional information:** <https://accessibility.oit.ncsu.edu/it-accessibility-at-nc-state/faculty/quick-course-checklist/>

**Captioning**

If you have students in your classes who have implemented captioning and you are recording lectures for WebEx, PowerPoint, or any other program, you will need to caption your recording. Audiovisual materials need captions, but a podcast may have a transcript instead.

**Additional Information:** <https://accessibility.oit.ncsu.edu/video-audio/>

**Images and Alt Tags**

If you are using images to convey content, you will need to create alt tags describing the image. If you are using PowerPoint, click the Accessibility Checker under the “Review” tab and you will be guided on how to create the Alt tags.

**Additional Information:** <https://accessibility.oit.ncsu.edu/it-accessibility-at-nc-state/faculty/quick-course-checklist/>

**Accessible Documents**

When at all possible use MS Word docs rather than PDF documents but ensure to us the Accessibility Check tab under “Review.” This will check for any issues with charts or graphs you may have created. If you post a PDF, make sure it is selectable text and not just an image. Contact ARC if you need to check the accessibility of a PDF document.

**Additional Information:** <https://accessibility.oit.ncsu.edu/it-accessibility-at-nc-state/faculty/quick-course-checklist/>

**Color Contrast and Font**

Beware using color combinations that do not have good contrast so that the information is not difficult to view for those students who may have a form of color blindness. The best color contrast is black and white or dark blue and white for font and background.

Use an accessible font such as Arial or Times New Roman

Limit the use of bold, capitalization, and Italics

Limit the use of text in graphics

Do not rely on the use of color as the sole purveyor of important information. For example, do not use the exact font but change the color to red for important information.

Do not use flashing, blinking or moving text.

**Additional Information:** <https://accessibility.oit.ncsu.edu/it-accessibility-at-nc-state/faculty/quick-course-checklist/>

**Resources:**

Top 20 Tips for Teaching Accessible Online Courses

<https://www.washington.edu/doit/20-tips-teaching-accessible-online-course>

Fonts

<https://webaim.org/techniques/fonts/>

Online Course Accessibility

<https://www.washington.edu/accessibility/>