Inclusive Design for Online Accessibility

Practical approaches to benefit all

bit.ly/2PLPcDY

Design for accessibility

Use heading styles

Create a logical hierarchy for your content by using different heading styles available in Canvas and Word.

Follow a linear layout

Aid screenreading by ordering content logically.

Use plain language

Support understanding with plain, concrete and descriptive language.

Write clear & descriptive links

Link text should provide context of where the link will take the reader and should be in a contrasting colour and preferably underlined.

Request form ✔ Click here ✖

Make text available

Structure your documents with headings and describe images with captions. Some screen readers have difficulty with tagged documents so be prepared to provide a plain text version upon request.

Use contrasting colours

Contrasting colours ✔

Contrasting colours ✖

Use alternative text for images

Add alternative (alt) text to describe the content and function of images, and include any text that is part of an image. Complex images (e.g. graphs and tables) may require a separate text description.

Provide transcripts & captions

Video/audio transcribing services are not free so at least a key summary should be provided. YouTube adds closed captions but they often need correcting.

Resist the urge to shrink

Ensure all text and images are clear by not shrinking content to fit on a page.

Make tables accessible

Ensure tables have a header row. Only use tables for presenting data, not for layout.

Test for accessibility

Zoom to 200% Use your browser or document viewer zoom – does all the text remain visible?

Check keyboard navigation Ensure you can navigate just using TAB, SHIFT-TAB, and ENTER keys.

Use WAVE or aXe web browser plugins to audit the accessibility of your course

Check for screen-reader compatibility Windows: NVDA Mac OS X: VoiceOver Linux: ORCA Chrome: ChromeVox

Use built-in accessibility wizards Available in Adobe DC, Acrobat Pro & Microsoft Office.

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Based on the Thinking Accessibility poster produced by the Educational Innovation Team, Information Communications and Technology, and Library at the University of Sydney.
Version 1.1. Created by the University of Auckland.

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