

ONLINE ACCESSIBILITY GUIDE

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Anatomy of an Accessible Page

Heading 1 → Syllabus

Heading 2 → DL 101 - Introduction to Online Learning

Heading 3 → Course Information:

Format lists as proper lists

- **Course Title:** Introduction to Online Learning
- **CRN:** 12345
- **Credits:** 3
- **Term:** Winter 2014

Add Alternative (Alt) text to images

Heading 3 → Instructor Information:

Hello! My name is John Doe, and I'll be your instructor for this course. I've taught this course online for the past two years. Each time I teach it, I learn something new.



John Doe
Instructor

Heading 3 → Assignments/Assessments:

Heading 4 → Grading Scale

Table Column Header

Grade	Grading Scale by Points	Grading Scale by Percentages
A	202 - 225 +	90 - 100%
B	180 - 201	80 - 89%
C	157 - 179	70 - 79%
D	135 - 156	60 - 69%
F	< 134	< 59%

Table Row Header

Heading 4 → Late Work & Make-up Policy

Assignments must be completed on time in order to earn full credit.

(Late assignments will earn 50% credit, up to three days late.)

Sufficient Color Contrast

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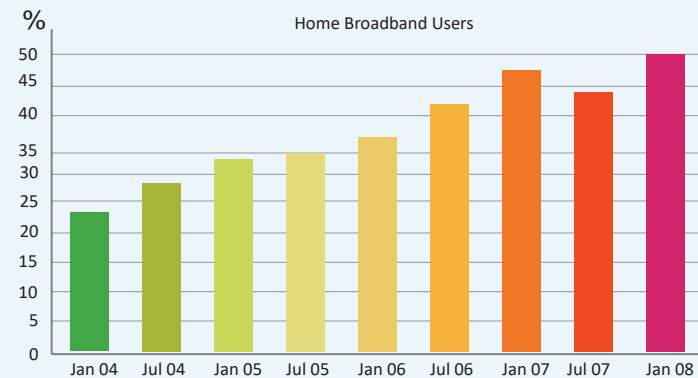
Write meaningful link texts

Special Accommodations:

Students who experience disability-related barriers should contact [Disability Support Services](http://www.hagerstowncc.edu/student-services/disability-services) (www.hagerstowncc.edu/student-services/disability-services). (NOTE TO INSTRUCTORS: See your course Master Syllabus for the actual language you must use; this example illustrates accessibility, not content.)

DL 101 - Introduction to Online Learning

Best practices when using complex graphics:



This graph summarizes growth of home broadband users during the period January 2004 to January 2008. Home broadband users increased from 22% in 2004 to 48% in 2008.

When using complex images, include Alt text as you would for any other image but also include additional description as a caption. If more description is needed, include it in the content of the page.

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Online Accessibility

at HCC

Online Accessibility

Adhering to web accessibility guidelines while developing your online course will benefit all students, including those with visual, hearing, mobility, and learning disabilities.

Online Accessibility Guidelines

Guidelines in this resource are based on the internationally accepted Web Content Accessibility Guidelines AA standards (WCAG 2.0).*

* Web Content Accessibility Guidelines 2.0, W3C World Wide Web Consortium Recommendation 12 Month Year (<http://www.w3.org/TR/2008/REC-WCAG20-20081211/>, Latest version at <http://www.w3.org/TR/WCAG20/>)

Required by Federal Law

"Requiring use of an emerging technology in a classroom environment when the technology is inaccessible to an entire population of individuals with disabilities... is discrimination prohibited by the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973 (Section 504) unless those individuals are provided accommodations or modifications that permit them to receive all the educational benefits provided by the technology in an equally effective and equally integrated manner."

Source: 6/29/2010

Dear Colleague letter sent to every college and university president

<http://www2.ed.gov/about/offices/list/ocr/letters/colleague-20100629.html>

