

















Online Accessibility Guidelines

Component	Guideline	Why Is This Important?
 Headings	Use properly formatted headings to structure a page.	Headings help to organize content, making it easier for everyone to read. Headings are also a primary way for people using screen reading software to navigate a page of text.
 Lists	Format lists as proper lists.	Formatting is conveyed to assistive technologies and mobile devices so they can present information as it's meant to be presented. Properly formatted documents are more understandable and accessible.
 Links	Write meaningful link text.	Links embedded in text should describe the link's destination. This practice helps all users navigate more efficiently, especially screen reader users.
 Tables	Create tables with column and/or row headers, and ensure a proper reading order.	<ul style="list-style-type: none">■ Why column headers in a data table are important Using table headers is important to conveying tabular data accurately.■ Why the reading order in a table is important Screen readers read tables from left to right, top to bottom, one cell at a time (& only once). If cells are split or merged, it could throw the reading order off which may make the table difficult to comprehend by users who are blind and using a screen reader to navigate.
 Color	<ul style="list-style-type: none">■ Use sufficient color contrast.■ Don't use color alone to convey meaning.	Without sufficient color contrast between font and background, people who are color blind and low vision will not benefit from the information. And using color alone to convey meaning will leave those who are color blind or blind unable to interpret the meaning.
 Keyboard	Ensure that any action that uses a mouse can also be completed using only the keyboard.	Mobility and visual disabilities often make using a mouse impossible or ineffective. If content is not keyboard accessible, it will limit who can learn from the content.
 Images	Provide alternative (Alt) text descriptions for images.	Alt text is read by a screen reader. It should adequately describe what is being displayed and why it is important. This information allows screen reader users to benefit from the information being conveyed by the image, even if they cannot see it.








Online Accessibility Guidelines

Component	Guideline	Why Is This Important?
 Navigation	Design clear and consistent navigation.	Clear and consistent navigation in your course will allow students to focus on your content rather than on how to find it.
 Blinking	Eliminate or limit blinking / flashing content to 3 seconds.	Blinking content is distracting, and it can cause seizures to occur in people with a photosensitive disorder.
 Forms	<ul style="list-style-type: none"> Label form fields and buttons clearly. Ensure a proper logical reading order in a form. 	<ul style="list-style-type: none"> Why the reading order of a form is important Using the tab key, your cursor should follow through the form in the same order it is intended to be completed. This pattern benefits users who cannot use a mouse. Why labeling buttons and form fields is important A screen reader will identify the button or form field by reading the label. The label should adequately describe the button's action, and the form field label should indicate what information should be filled in the form field.
 Video	Keep a list of videos and audio recordings that are not captioned / subtitled or transcribed. Disability Support Services will ask you for that list when you have a student with a captioning accommodation.	Video captions benefit many viewers. Captions are essential for those who are deaf and hard of hearing, but they also aid in comprehension for non-native English speakers, those who are unfamiliar with vocabulary, and viewers with some learning disabilities or in a noisy environment.
 Audio		Audio transcripts benefit many students. They are essential for those who are deaf or hard of hearing, but they also assist anyone who would like to read or search the transcript.
 Software	Require only accessible software & applications.	Inaccessible software and applications will shut out students with disabilities. Contact us if you have questions about the accessibility of your interactive applications and software.
 Math & Science	Write math and science equations accessibly.	For web pages, use an equation editor that outputs MathML. For MS Word and PPT documents, use the MathType plugin (http://www.dessci.com/en/products/mathtype/).




How to Make Accessible Moodle Web Pages

Component	Accessibility Guideline	How to Make It Accessible
Headings	<ul style="list-style-type: none"> Properly format headings. Use headings in the correct order. 	<ul style="list-style-type: none"> Highlight the text and select the Heading # from the Paragraph styles drop-down menu on the text editor tool bar.  Resource or activity content header should start at level 3 (large) and lower for its sub-content. Although the TinyMCE editor allows the use of level 1 and 2, it should be avoided. DO NOT skip heading levels.
Images	<ul style="list-style-type: none"> Add alternative (Alt) text to images. 	<ol style="list-style-type: none"> Place the cursor where you want to insert an image, and click the Insert/edit image icon from the toolbar. The Insert/edit image window will open.  Browse to the image location and select the image file. Click Upload this file button. Use the Image Description field to provide alternative text. Describe the image in the field provided, or check the box if the image is just decorative (Atto editor only). Click Insert or Save Image.
Lists	<ul style="list-style-type: none"> Format a list as a list using Ordered or Unordered lists. 	<ol style="list-style-type: none"> Select the content you want to make into a list. From the toolbar, click the Unordered/Bulleted list icon if the order doesn't matter. Select Ordered List from the drop-down menu (next to the bulleted list icon) if the order does matter.  
Links	<ul style="list-style-type: none"> Write meaningful link text that indicates the link's destination. 	<ol style="list-style-type: none"> Highlight meaningful text for the link (e.g. Hagerstown Community College). From the toolbar, click on the Insert/edit link icon.  In the Insert/edit link window: <ul style="list-style-type: none"> Type in the URL (<i>http://www.hagerstowncc.edu</i>). Select to have Target Open in new window. Click the Insert or Create link button.

There are three text editors available in Moodle: Atto, TinyMCE editor and a plain text editor. Users can select their preferred editor via their preferences page in the user menu (top right). The Atto editor has built in accessibility checker and screen reader helper tools.





How to Make Accessible Moodle Web Pages

Component	Best Practices	How to Make It Accessible	
Tables	■ Indicate column (or row) headers in data tables.	In TinyMCE editor: 1. Select the cells to be marked up as a row or column header. 2. Right-click, then select Cell > Table cell properties from the pop-up menu. 3. From the Table cell properties window in the Cell type field, click on the drop-down list and select Header. 4. Click the Update button.	In Atto editor: 1. Click the Insert/edit table icon. 2. Under Define headers on, choose Columns, Rows or Both. 3. Click Update table.
	■ Add table caption.	1. Click the Insert/edit table icon.  2. From the Table editing window, check Table Caption (in TinyMCE) or enter Caption where provided (in Atto). 3. Click Insert/Create (or Update if editing) when done.	
	■ Check the reading order.	<ul style="list-style-type: none">• A screen reader reads tables from left to right, and top to bottom, never repeating a cell.• Merged, nested, and split cells may alter the reading order of a table.• Make sure you construct your tables in a way that accommodates a good reading order.	
Color	■ Use sufficient color contrast.	1. Select the text that you want to change to another color. 2. Click drop-down menu next to the Apply Color icon in the toolbar. 3. Select the color from the drop-down menu.	
	■ Don't use color alone to convey meaning.	Don't use color alone to make a distinction, a comparison, or to set something apart from the rest of the web page. If you categorize something by color alone, people who are color blind or blind will not benefit from the color distinction.	
Math & Science	■ Write math and science equations using MathML.	Use the Moodle Atto equation editor or create your content in SoftChalk Cloud. For more information, go to the Math & Science page in this handbook.	
Multimedia	<ul style="list-style-type: none">■ Eliminate blinking/flashing content, or limit it to 3 seconds.■ Make sure all mouse actions can also be completed with a keyboard alone (without a mouse).■ Use an accessible media player like YouTube.		





How to Make Accessible PowerPoint Slides

Component	PowerPoint (2011, 2013, 2016)
Outline View <ul style="list-style-type: none">Check the outline view.	<ol style="list-style-type: none">Click on View tab (Mac: View > Outline View icon - <i>PPT 2016</i>).In the Presentation Views group, click on Outline View.In the Outline panel, make sure all text from the slides appears in the Outline View.
Slide Layout <ul style="list-style-type: none">Use the PPT provided slide layouts when building slides to help your slide's reading order remain intact.	<ul style="list-style-type: none">From Home tab, choose the New Slide drop down menu and select a slide template. (Don't use the Blank slide template.) 
Reading Order <ul style="list-style-type: none">Ensure the tab order = the reading order	<ol style="list-style-type: none">On the Home tab, click on Arrange and choose Selection Pane. (<i>Reorder Objects for Mac - PPT 2011 & 2016</i>.)To see the reading order of the slide, tab through the slide and the corresponding element will highlight.To re-arrange the reading order, click arrow up/down button on the Selection Pane. (Mac: Drag Layers. Highest number is read first.)Test reading order with the Tab key again.
Images <ul style="list-style-type: none">Add alternative (Alt) text to images and shapes.	<ol style="list-style-type: none">Right click on the image and select Format Picture.Click the  icon to open Alt Text field.Enter appropriate alt text in the Description field (not the Title field).
Lists <ul style="list-style-type: none">Format a list as a list.	<ol style="list-style-type: none">Select the text to make into a list and click on the Home tab.In the Paragraph group, select the Numbering or Bullets icon.<ul style="list-style-type: none">Use Numbering lists if a sequential order is important to the list.Use Bullets lists if all items are of equal value.







How to Make Accessible PowerPoint Slides

Component	PowerPoint (2011, 2013, 2016)
Links <ul style="list-style-type: none">■ Create a meaningful link that describes its destination.	<ol style="list-style-type: none">1. Type out text that describes the destination of the link (e.g. HCC Homepage).2. Select the text, right click and choose Hyperlink... from the menu.3. The Insert Hyperlink window will open. Enter a URL address in the Address field (e.g. hagerstowncc.edu). (Mac - PPT 2011: <i>Link to field</i>)4. Click the OK button to save the link.
Tables <ul style="list-style-type: none">■ Check the reading order.■ Indicate column headers for data tables. Note: A table in Slide Show view is not accessible. Use Alt text.	<ul style="list-style-type: none">■ A screen reader reads a table from left to right, & top to bottom (never repeating a cell).■ Merged, nested, and split cells may change the reading order of a table.■ Construct your table in a way that accommodates a good reading order. <ol style="list-style-type: none">1. Place the cursor in the top row of your data table.2. Click the Design tab under Table Tools (Mac - PPT 2011/2016: <i>Tables tab</i>).3. In the Table Style Options group (Mac - PPT 2011 - <i>Table Options > Options</i> / Mac - PPT 2016 - <i>Table Design tab</i>), select the Header Row check box.4. The cells in the top row of your table make up the column headers.
Color <ul style="list-style-type: none">■ Use sufficient color contrast.■ Don't use color alone to convey meaning.	<ul style="list-style-type: none">■ Use enough color contrast between the text (e.g. black color) and the background color (e.g. white color).■ Without sufficient color contrast, people who are low-vision and color blind will not benefit from the information. <p>Don't use color alone to make a distinction. If you categorize something by color alone, those who are color blind or blind won't benefit from the information.</p>
Math & Science <ul style="list-style-type: none">■ Use MathType to write Math equations.	<p>Use the MathType plugin for MS Word to create math and science equations, formulas, and notations. (DO NOT use MS equation editor.)</p>
Video & Audio	<p>Don't embed the video. Instead, link out to videos.</p>





How to Make Accessible Word Documents

Check	Word Document (2011, 2013, 2016)
Headings <ul style="list-style-type: none"> Properly format headings. 	<ol style="list-style-type: none"> Select the text that you want to make into a heading. Go to the Home tab. Choose the appropriate heading level from the Styles group.
<ul style="list-style-type: none"> Use headings in the correct order. 	<ul style="list-style-type: none"> Heading 1 should only be used ONCE per page. Heading 2, 3, etc. can be used multiple times. (DO NOT skip heading levels.)
Images <ul style="list-style-type: none"> Add alternative (Alt) text to images. 	<ol style="list-style-type: none"> Right click on the image, and select Format Picture... The Format Picture window will open. Select the  icon and click on the ALT TEXT to open Alt text field. Enter image description in the Description field (not the Title field.)
Lists <ul style="list-style-type: none"> Format a list as a list. 	<ol style="list-style-type: none"> Select the text that you want to make into a list. On the Home tab, in the Paragraph group, select the Bullets or Numbering list. 
Links <ul style="list-style-type: none"> Create a link that describes its destination. 	<ol style="list-style-type: none"> Type out text that describes the destination of the link. (e.g. HCC). Select the text, right click and choose Hyperlink... from the menu. The Insert Hyperlink window will open. Enter a URL address in the Address field (<i>Mac - Word 2011: Link to field</i>). Click the OK button to save the link.
Math & Science	<ul style="list-style-type: none"> Use the MathType plugin for MS Word to create math and science equations, formulas and notations. DO NOT use Microsoft's equation editor. MathType is available at: http://www.dessci.com/en/products/mathtype/.

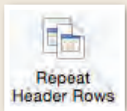
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Save your original files. You may need them if you have a student who needs alternative formats.





How to Make Accessible Word Documents

Component	Word Document (2011, 2013, 2016)
Tables <ul style="list-style-type: none"> Indicate column headers for data tables. 	<ol style="list-style-type: none"> Place the cursor in the top row of your data table. Click on the Design tab under Table Tools (Table tab on Mac - Word 2011/Table Design tab - Word 2016). In the Table Style Options group, select the Header Row check box. Under Table Tools, click the Layout tab (Table Layout tab - Word 2011). In the Data group (Word 2016 - Table Design > Layout tab), click the Repeat Header Row button. This will indicate the top row as the table's header. 
<ul style="list-style-type: none"> Check the reading order. 	<ul style="list-style-type: none"> Screen reader reads a table from left to right/top to bottom (never repeating a cell.) Merged, nested, and split cells may change the reading order of a table. Construct your table in a way that accommodates a good reading order. To test the reading order, place your cursor in the first cell of the table. On the keyboard, press the Tab key repeatedly to navigate through the table. This will be the reading order that assistive technologies will use.
Color <ul style="list-style-type: none"> Use sufficient color contrast. 	<ul style="list-style-type: none"> Use enough color contrast between the font and its background colors. Without sufficient color contrast, people who have low-vision or are color blind will not benefit from the information. Go to www.pcc.edu/access-word to learn How to Check Color Contrast.
<ul style="list-style-type: none"> Don't use color alone to convey meaning. 	<ul style="list-style-type: none"> Don't use color alone to make a distinction. If you categorize something by color alone, people who are color blind or blind will be unable to benefit from the information.
Forms <ul style="list-style-type: none"> Label form fields and buttons. 	<ul style="list-style-type: none"> Use a form template to create a form. Use real text labels for form fields and alternative text for buttons.
<ul style="list-style-type: none"> Check the reading order of forms. 	<ul style="list-style-type: none"> Press the tab key repeatedly to check the order a screen reader would navigate through the form. If it doesn't land on the form fields in the correct order, you will need to edit the form. The tab order (or reading order) is important to those who are blind or physically disabled and rely on keyboard access.

