

# 10 Easy Things You Can Do NOW to Make Your Course More Accessible

---

1. Consider accessibility at the front end of the design process. Retrofitting for accessibility is difficult and time-consuming.
2. Have a student test out your course's navigation. Does the student understand how to navigate from place to place and where to find things? Do all links and files work? Does the student understand how to submit assignments?
3. Include links to accessibility and usability for all technologies you plan to use. For example, if your course is in Blackboard Learn, you should provide a link to Blackboard Learn Help and Blackboard Learn Accessibility.
4. Always save transcripts from your recorded video and audio. This will make it easier for you to provide alternate formats for your multimedia.
5. Remember that not all learners process graphics and images in the same way. Visual Information (pictures, tables, graphs) should come with a caption, audio descriptions, alt text attributes, or some alternate form of presentation.
6. Always use true text (not images of text), or text that is selectable and searchable, so that text can be recognized by screen readers. One exception to this rule is institutional logos, which can include images of text but should contain appropriate alt text identifying the logo.
7. Avoid flashy, distracting, or unnecessary images, backgrounds, and other content.
8. Using colors in your course is great, but never rely on colors alone to convey important information (e.g. all due dates are in red). If you want to emphasize a due date, for example, use color along with italics, bolding, or charts with headers.
9. Choose a simple font for course headings and content. Be consistent with font choices, formatting, layout, and naming conventions throughout the course (file naming, website naming, etc).
10. When you include hyperlinks in your course, don't use 'click here' to introduce the link, and try to avoid using longer, complicated URLs. Instead, use clear and consistent naming conventions that illustrate where the link will direct students.

Questions?

Contact Matt Dingo ([dingo@ohio.edu](mailto:dingo@ohio.edu)) or Audra Hilterbran ([hilterbr@ohio.edu](mailto:hilterbr@ohio.edu))

Academic Technologies



OHIO  
UNIVERSITY