SOUTH TEXAS COLLEGE
ONLINE

Blackboard Accessibility Checklist

[Section 508 of the US Rehabilitation Act](#), requires that all institutions that use federal funds, such as financial aid, are required to comply with these standards to make content accessible.

Some guidelines to ensure your course is accessible to Blackboard participants:

Media (Audio and Video):

Text alternatives should be provided to make audio and video content accessible to the deaf and those who have difficulty hearing.

- ☐ Text descriptions and ALT tags are provided for all video content
- ☐ Text transcripts provided for all audio content
- ☐ Text transcripts or closed captioning provided for all video content

Images, Tables and Graphs:

Images

- ☐ Use appropriate **alt** text for images, tables and graphs with function

  - o **NOTE:** To create an "alt" tag when adding an embedded image in Bb, click the image icon in the text box editor, browse for image file, In the Insert Image options box that appears, enter a description of the image in the Alt Text line, Enter a long description so the screen readers can describe the image, and then click Submit

- ☐ Images without function (decorative/background images) have no alt text entered.
- ☐ Minimal-to-no use of flickering animated graphic elements (reduces risk of optical seizures)

Tables

- ☐ Summaries are provided for data tables
- ☐ Data tables include identifying headers
- ☐ Are your tables images or text? Screen readers can read text tables. Provide long descriptions for tables that are images.

Text and Color:

More than 7 million American adults have some form of vision impairment, representing roughly 2% of the population. This includes a wide range of vision problems including nearsightedness, color blindness, or complete loss of vision. Developing web pages that allow for flexibility in the way text is displayed provides users with a wide range of simple options that can significantly improve how easy it is to read a site's text.

More Ensure that foreground/background colors, as well as the written text, have sufficient contrast to make your content more readable for everyone. **NOTE:** Screen readers do not recognize color.

Text

- ☐ Use a standard font-size and style (no elaborate text) – Bb default is Arial, size 3 (12 pt.)
- ☐ Blinking or moving text is avoided
- ☐ Do not underlined text in Blackboard – this suggests a hyperlink to a document or external page for the user to click on. This can confuse those with visual disabilities.

Color

- ☐ Text color contrast
- ☐ Minimal use of color (overuse of many colors can be confusing to the viewer)
- ☐ Do not use only color to emphasize points in your content.
  - o **NOTE**: Example, avoid the use of "all items in RED are required"
- ☐ No yellow-blue or red-green combinations
  - o **NOTE**: Color blind students will not be able to read these combinations

Course Layout:

Menu Buttons

- ☐ High contrast between text color and background for best readability
- ☐ Do not use patterned buttons.
- ☐ Remove or hide buttons/tools that are not used.

Course Links

- ☐ Descriptively and consistently name course links. Avoid usage of "click here" or "more."
- ☐ Make sure links are recognizable (underlined).
- ☐ High contrast between text color and background.
- ☐ Set links to open in a new window.

Course Layout

- ☐ Use a standard navigation scheme and menu-structure for students to navigate the course.
- ☐ Appropriate use of white space
- ☐ Pages minimize scrolling
- ☐ Tables are not used to format/organize images or text

Attaching Documents:

- ☐ Linked titles for documents attached in Bb include the file extension (.pdf/.rtf/.docx, etc.)

Microsoft Word Documents

Office does a really great job of making your documents automatically accessible in Word, but you need to check and provide alt tag descriptions of images/tables/graphs in there as well.

- ☐ Use appropriate **alt** text for images/links
- ☐ Run the Accessibility Checker
    - o File > Info > Inspect Document > Check Accessibility

Microsoft PowerPoint

PowerPoint is a great tool to use, but makes accessibility a little bit harder since you can embed audio/videos/images, etc. in your presentation. You need to be really sure you are using the notes section as well and alt tags to describe content that is not text based.

- ☐ Use appropriate **alt** text for images/links
- ☐ Provide transcripts for audio/videos
- ☐ Ensure videos have closed captioning where appropriate
- ☐ It may be necessary to provide a text alternative to PowerPoint
- ☐ Run the Accessibility Checker
    - o File > Info > Prepare for Sharing > Check Accessibility

Portable Document Files (PDF)

There are several concerns about PDF files. Many times, PDFs are scans from a textbook or other source. These scans are not accessibility friendly. For best practices, ensure that either:

☐ PDFs are created from Word documents or other programs that do text to PDF conversion (check that you are able to highlight the text in the PDF file).

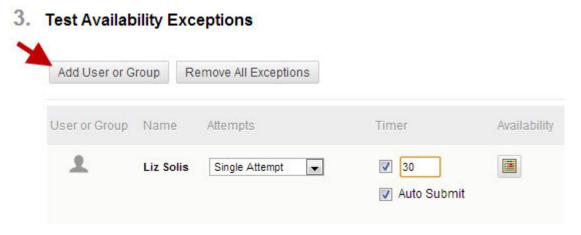   o It may be necessary to create a text file in addition to your PDF.

Accommodation Requests:

Extending Test Time

Instructors can select one or more students to make a number of exceptions to the already established settings for the test. Exceptions can be used to provide accommodations to disabled students, such as extended time or more attempts on the test.

Availability Exceptions feature:

1. Navigate to the area in your course where the test is deployed for students
2. From the edit menu next to the title of the test, select **Edit the Test Options**
3. Below **Test Availability Exceptions**, click the **Add User or Group** button and follow prompts to add the student (or group) for whom the exception applies.
4. Edit the timer option (check box and enter amount of time allowed and auto submit if you want the item submitted when the time expires).

5. Click the Submit to save your changes.

Applets and Plugins:

☐ Provide clear instructions and/or link to applets and plugins when required. ie) if the audio file requires Windows Media Player or a Flash presentation requires Shockwave, the link must be given for students to download.

Resources:

- Accessibility Features. (n.d.). Retrieved Nov 23, 2017, from https://help.blackboard.com/Learn/Instructor/Course_Content/Create_Content/Create_Course_Materials/Work_With_Text
- Section 508 Of The Rehabilitation Act. (n.d.). Retrieved February 23, 2015, from https://section508.gov/content/learn/laws-and-policies

See our website for more information and tips on accessibility.
www.southtexascollege.edu/accessiblity

If you need assistance creating accessible content, please submit and schedule an appointment.
Accessibility Consultation or https://southtexascollege.formstack.com/forms/a11y_consultation

For questions about accessible content, please contact
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