

This list is based on the Accessibility Review checklist in Section IV of the ECC [Principles of Good Practice for Effective Online Instruction Worksheet](#) on the DE Website.

Images have alt text

To see if an image in Etudes already has alt text:

1. Right click on the image
2. Select 'Image Properties'

Color is not used to convey meaning

An example of using color to convey meaning would be a test question that asks students to 'Circle the tree representing Autumn.' *Answer choices:* tree with no leaves, tree with green leaves, tree with red & yellow leaves.

Audio files have text transcripts (podcasts, etc.)

These can be professionally transcribed for free via the Distance Education Captioning and Transcription grant. Contact the SRC or Distance Education office for details. (Please let them know if you have notes or a script that you used while creating the audio file, as this will be very helpful source material during transcription. **Note:** there is a 2+ month lead time for this service.)

Video files are captioned (this includes YouTube clips)

These can be professionally captioned for free via the Distance Education Captioning and Transcription grant. Contact the SRC or Distance Education office for details. (Please let them know if you have notes or a script that you used while creating the video file, as this will be very helpful source material during captioning. **Note:** there is a 2+ month lead time for this service.*)

Tables have row and column headers

This makes the data in the tables easier to understand for visually impaired students using a screenreader.

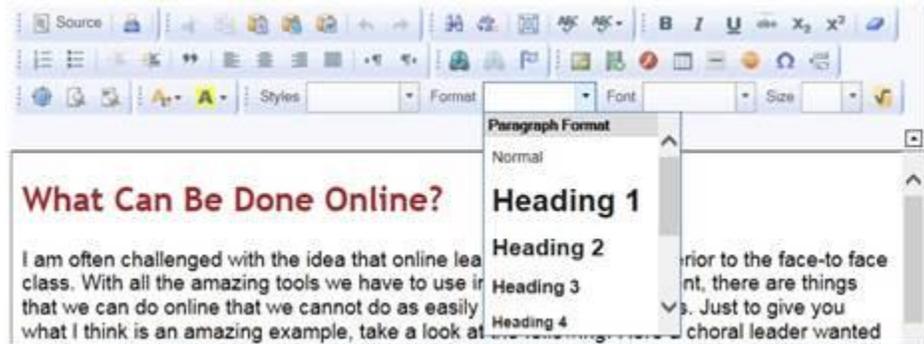
Attached/embedded Word documents, PDFs, and PowerPoints are accessible

Here is an [overview on how to create accessible materials](#). (See pages 15-28)

Formatting (e.g., Heading 1, Heading 2) is used in the Content Section of your modules

- Rather than just using bold & font sizes to indicate headers and subheaders, use the Format dropdown menu in the Etudes content editor. This makes the organization of the text easier to understand for visually impaired students using a screenreader.

- Using Format in Etudes is basically the same as applying Styles in Word, with the exception that there is no option for Title. (In the screenshot below, I applied 'Heading 1' to the title of my section, then made it Trebuchet MS, size 26, burgundy.)



If you have videos of your lectures or short clips that you need to get captioned right away, there is a way to do this using YouTube:

1. [Upload the video](#)
2. [Change the Privacy Settings to Unlisted](#)
3. [Have YouTube automatically caption it](#)
4. Go back in and [fix the \(often quite funny\) mistakes in the captions](#)
5. [Embed the video into your Etudes module](#)

Prepared by Elana Azose
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