Best Practices for Canvas Accessibility

This document provides instructors with BEST PRACTICES for building accessibility into Canvas modules and individual pages. Building accessibility into a course on the front end provides more access to students from the beginning and reduces the need to make changes later if you have a student with a disability in your class.

CANVAS PAGES

- Canvas pages use HTML, an accessible format that is easy to edit, print and save as a PDF if needed.

- Canvas offers an **Accessibility Checker** tool which can be used to check information entered into a text box.
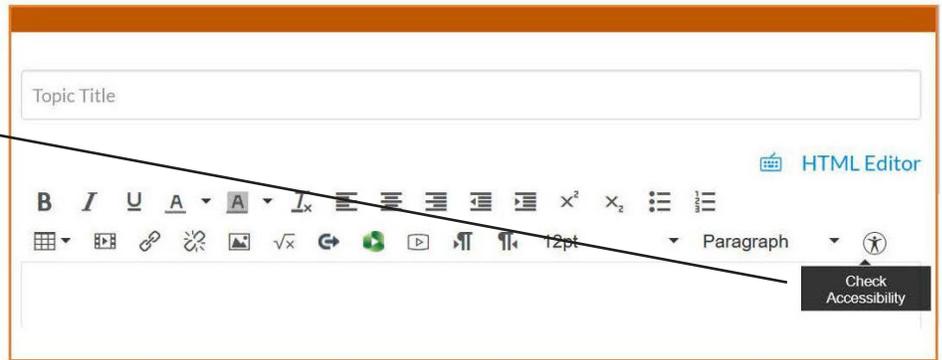
REDUCE THE NAVIGATION MENU

- In **Settings,** disable items not being used.
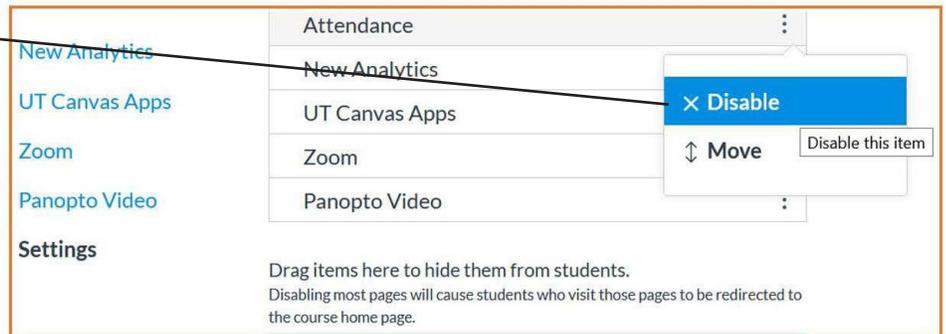
USE OF HEADINGS IN CANVAS PAGES

- Headings are used to organize a page and allow for easy navigation by students who may use screen readers.

- Use lists to organize information. Bullet points should be used for unordered information. Use numbers for ordered lists.

VIDEO CAPTIONS

Prepare early when using audio, video and digital media on Canvas.

- Send video caption requests to UT's Captioning and Transcription Services. Requests should be submitted at least seven days in advance of when videos will be posted so be sure to plan accordingly.

- Use media that has captions included.

- Provide transcripts for recordings.

Best Practices for Canvas Accessibility *(cont'd)*

ACCESSIBLE FORMATTING

- When linking information, use purposeful links and hypertexts instead of a long URL address.

- Be consistent in setting up module structure, navigation, announcements, and assignments.

- Need more information on the accessibility of software programs used in courses? Go to Accessibility Best Practices.

ALTERNATIVE TEXT FOR IMAGES

- Canvas includes an alternative text option for images. When adding an image, enter a description of the image using the **Alt text** function in the Attributes section as shown here.

- If the image is not relevant to the material, check the **Decorative Image** box so that screen readers will skip the image.

TESTING RESOURCES

UT Canvas Training

- Final-exam-options-in-canvas

- A quick guide to add extended time for students in Canvas Quizzes

- Use the Exam Flexibility feature to turn proctoring off for specific students.

Attributes

Alt text: UT Austin tower at night lit up in orange

Describe the image to improve accessibility

Decorative Image ☐

Indicates the image is for decorative purposes only and should not be read by screenreaders

Dimensions: 500 x 185

Aspect ratio will be preserved

Cancel | Update

RESOURCES ON DIGITAL DOCUMENT ACCESSIBILITY

- Ally Accessibility Platform

- When uploading files to Canvas, make sure that the files are named with a meaningful description.
  - Use concise titles
  - Use lower case letters
  - Do not use spaces or special characters. Use a comma instead.

- Check PowerPoint Accessibility before uploading to Canvas.

- Word docs accessibility: Documents created in Microsoft Word will retain text content.

- PDFs that are created from Word docs will retain their text content and should be accessible to assistive technology.

- PDF accessibility: This will be an area to review thoroughly. Not all PDFs are equal in accessibility; the source of origin is the basis of accessibility.

- Scans of print documents will need to be converted to an accessible PDF. Use this article to get information on how to check if your documents are scans that are not readable.

- This article outlines the areas to focus on when converting a document: Analyze PDF files and add enhancements to make documents accessible to all users

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