

# Creating Accessible Online Courses

---

SECTION ADA & 508 COMPLIANCE

# Americans with Disabilities ACT (ADA)

---

The Americans with Disabilities Act passed in 1990. It is a civil rights law that prohibits discrimination against people with disabilities. ADA maintains a simple goal: Ensure that people with disabilities have the same rights and opportunities as everyone else in the world.

# Section 508

---

Section 508 of the Rehabilitation Act (29 U.S.C. § 794d), as amended by the Workforce Investment Act of 1998 (P.L. 105-220) requires federal agencies to develop, procure, maintain and use information and communications technology (ICT) that is accessible to people with disabilities - regardless of whether or not they work for the federal government.

# Be Aware of All Learners

---

Visual Impairments 

Hearing Impairments 

Mobility Impairments 

Learning Styles & Differences 

Speech and Language Differences 

# Planning Your Event

---

Prepare accessible materials and provide them ahead of time if possible.

Arrange for any supports you may need (interpreters, translators, co-trainers, etc.)

Consider your schedule – consider frequent breaks and stick to the timeline. Some learners may need to break at certain times for specific reasons.

Use various communication methods (text, visuals, video)

Allow for various communication methods from your learners (verbal discussions, chat, or live forums)

Use clear language.

Organize your presentation/course into smaller more manageable sections.

# Preparing Accessible Materials

---

POWERPOINTS, PDFS, AND MORE

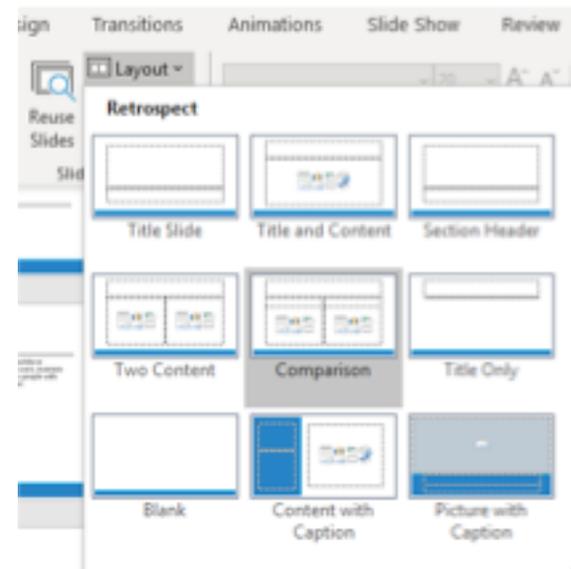
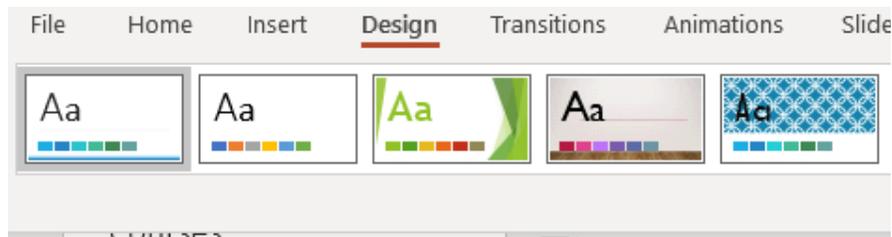
A solid blue horizontal bar at the bottom of the slide.

# Use a Simple Default Design & Layout

---

If you are creating a presentation, use a preset Design or Theme. This gives you preset layouts.

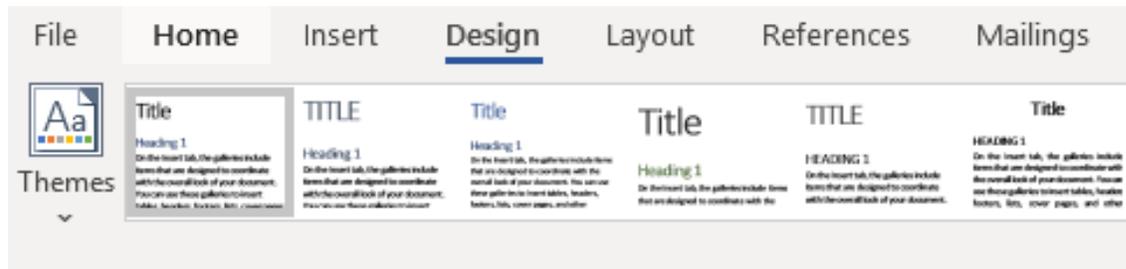
Using preset layouts ensures accessibility and a clean simplified look.



# Use Designs & Styles

---

If you are using a word processor, use the Designs and Styles provided. These are meant to be accessible and used by a screen reader. And they make a more visually organized document.



# Font Size & Color Contrast

---

Use a large font size that learners can see if they are on smaller screens. 18 pt or larger is a good rule of thumb.

Use fonts for easy readability like this not **this**

Do not use color as the only way to convey content. Not everyone sees color the same.

Provide sufficient color contrast. Black and white is always a safe bet.

BAD COLOR CONTRAST

GOOD COLOR CONTRAST

# Slide Design

---

Use clear images that support the learning content.

Avoid blinking or flashing images and cursors.

Create a clean, simple, organized design style.

Avoid putting too much text on one slide.

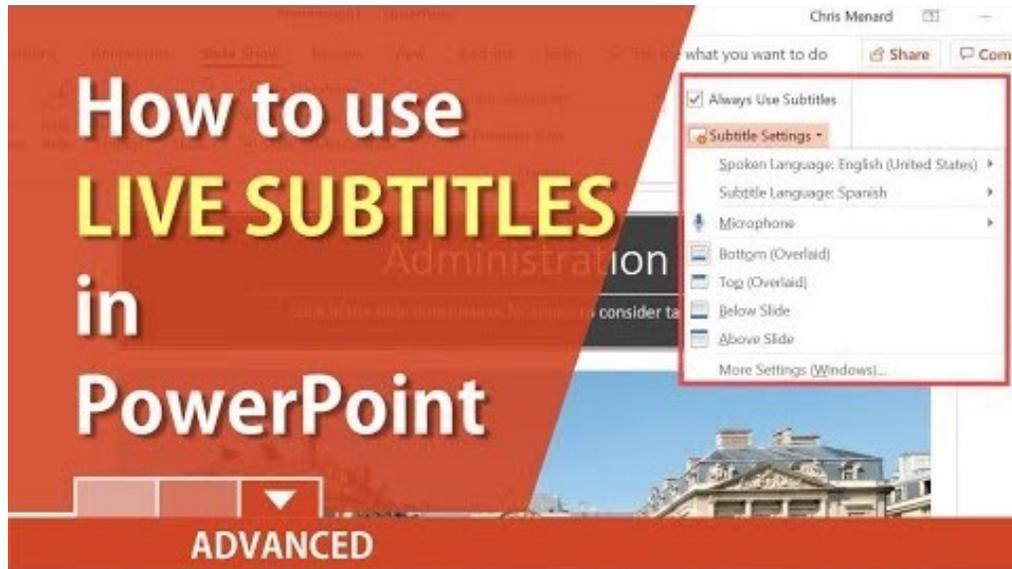
Emphasize important information on the slide. Provide the details during the live session and/or with supplemental materials for learners such as pdfs and other documents.

# Video and Audio

---

Ensure all media has closed captioning, or that a transcript is available. Many videos, such as those in YouTube, have Closed Captioning provided.

The video below shows how you can add subtitles to your presentation in any language if you have Office 365.





# Add Alternative Text for Images

---

When you have images on your screen that are pertinent to the learning, you will need to add alternative text (Alt Text).

1. Select your image.
2. Select the “Format” tab.
3. Click “Alt Text” in the Accessibility section.
4. Enter your Alt Text. PowerPoint will automatically generate one for you if you would like.
5. If it is not an important image, mark it as decorative.



[This Photo](#) by Unknown Author is licensed under [CC BY-SA](#)

\*You can right click the image for a shortcut.

# Use Descriptive Hyperlinks

---

Rather than providing the URL of the link, consider creating a hyperlink with text to describe it.

Do this [How to Put Hyperlinks in PowerPoint](#)

Not This <https://support.microsoft.com/en-us/office/add-a-hyperlink-to-a-slide-239c6c94-d52f-480c-99ae-8b0acf7df6d9>

# Check Accessibility

---

PowerPoint, as well as other Microsoft applications, have built in accessibility checker. They will let you know when you may have an accessibility error. To access this:

1. Go to “File.”
2. Select “Info.”
3. Select “Check for Issues.”
4. A panel should open on the right side of the screen with the errors you will need to check and fix if possible.

# Convert to a PDF

---

PDF is a better format to present information on the web or for a screen reader.

Not all learners have Word or PowerPoint.

The file sizes are typically smaller.

# References & Resources

---

[Create Accessible Presentations](#)

[How to Make Your Presentations Accessible to All](#)

[Make your PowerPoint presentations accessible to people with disabilities](#)

[Writing Alternative Text](#)

[Checklist for ADA Compliance in Online Courses](#)