# **Creating Accessible Canvas Content**

# **Make an Impact in Five Minutes**

## Seven Core Skills

Creating accessible digital content that can be used by all students is the responsibility of everyone who creates Canvas course content. Accessible digital content has benefits for all students, and especially for students with disabilities.

Creating and editing in Canvas with a digital accessibility focus may feel unfamiliar at first, but this approach is an extension of inclusive and equitable teaching practices that you likely already have in practice in your class. Focusing on seven core skills, will enable you to create content that helps cultivate a more accessible, inclusive, and equitable digital environment at Waubonsee Community College.

Learning these skills is quick and applying them to your Canvas pages addresses several of the most common accessibility issues that people with disabilities encounter. If you haven’t previously considered accessibility when designing courses, start small and build from there.

These are the areas where you can apply quick fixes and have a huge impact on the accessibility of your Canvas content:

## [Headings](https://webaim.org/techniques/semanticstructure/%22%20%5Cl%20%22headings)

## [Links](https://webaim.org/techniques/hypertext/)

## [Alternative Text](https://webaim.org/techniques/alttext/)

## [Color Contrast](https://webaim.org/articles/contrast/)

## [Lists](https://webaim.org/techniques/semanticstructure/#lists)

## [Tables](https://webaim.org/techniques/tables/)

## [Video and Audio](https://webaim.org/techniques/captions/)

### Headings:

When you have an extra few minutes, pick a page in an existing course and add headings.

If you’ve typically created headings by changing font characteristics:

1. Select any section heading that you made by bolding text, changing font size, underlining, etc. and clear the formatting.
2. Choose the drop-down arrow next to “Paragraph” in the Rich Content Editor (RCE).
3. Select the proper level for that heading.

If your page doesn’t have headings:

1. Find areas where the structure would benefit from a heading.
2. Put the cursor in the heading position.
3. Choose the drop-down arrow next to “Paragraph” in the Rich Content Editor.
4. Select the proper level for that heading.
5. Type your heading.

### Links:

Choose one or two pages whenever you have a few minutes and fix instances of posting a URL directly on the page or using common hyperlink text such as “Click Here” or “More”.

1. Locate these instances on a page
2. Look at the previous sentence and see if there is text that describes where the link is going. If not, add concise descriptive text
3. Highlight the text you’d like to use for the hyperlink
4. Click the link button above the Rich Content Editor
5. Paste the URL into the link field and click ok

### Alternative Text:

If you have not previously entered alt text correctly for images on your site, each time you open Canvas, choose one or two pages within your Canvas site and update the alternative text for those images on pages.

1. Put your page in edit mode
2. Click the accessibility checker in the Rich Content Editor
3. Click "Next" until an image related issue appears
4. Update the alt text using best practices or identify the image as decorative if it does not add any information to your page.

### Color Contrast:

Fixing color contrast issues should not take long. Ideally, you'll always use dark text on a light background or light text on a dark background. When you have a few minutes, identify a few pages at a time where you use colored text on a colored background. Then take the following steps:

1. Run the built-in accessibility checker in Canvas’ Rich Content Editor
2. Focus on the color contrast issues and follow the instructions to make any corrections the checker indicates are needed

### Lists:

Review the pages in your Canvas site. If any of them have bullet points or numbers that look like a list, run the accessibility checker in Canvas’ Rich Content Editor. If the errors show that a list needs to be formatted as a list, check the "format as list" box and click "Apply."

### Tables:

If you don't use many tables in Canvas, this is an area to make a quick impact by ensuring the tables in your course have properly identified header rows and columns.

1. Review your Canvas course, looking for tables.
2. For any page that includes a table, check the page’s accessibility by using Canvas’ built-in [Accessibility Checker](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-the-Accessibility-Checker-in-the-Rich-Content/ta-p/820). It will locate and allow you to correct tables that do not include row and column headers.

### Video and Audio:

If you use multiple videos in your course, identify one video at a time that you recorded. Check for auto-generated captions. Run the video and edit the captions using either [Panopto](https://support.panopto.com/s/article/ASR-Generated-Captions), Zoom, or [YouTube](https://support.google.com/youtube/answer/2734796?hl=en).