

Foundational Accessibility Guidance

Creating an inclusive learning environment provides all students equitable access to materials. This guide provides practical action and resources to make courses, materials, workshops, events, and communication more accessible, meet ADA requirements, and adopt Universal Design for Learning (UDL) principles.

- **Use Accessibility Checkers in Microsoft Tools and in all Outlook emails**
 - Add Alt text to all photos, charts, graphs, visual aids
 - Use headings in all Microsoft Word Documents
- **Turn Captioning on in Power Point**
 - (Use mics for all live events for captioning)
- **Check Course Material for Accessibility**

Purpose: If you are wondering if your course material (PDF scans) is accessible in a text-to-speech Assistive Technology (AT), there is an easy way for you to check.

 - Open the document you're assigning your students to read.
 - Click **Ctrl + F** (find) or **Ctrl + S** (search) and enter a word that you know is within the document, such as "the" or "people".
 - If the word(s) can be located within the document, a text-to-speech AT can also locate the words and your document is accessible.
 - If the word(s) cannot be located, then your document is inaccessible. You will need to contact Naomi Savas within the Student Disability Services (SDS) office to support course material accessibility:
 - **Faculty:** For a single document, please email Naomi directly attaching the inaccessible document. Naomi Savas, Alternate Format Text Manager
<naomi.savas@du.edu>
 - For more than one document, please fill out the [Alternate Format Request form](#) appropriately.
 - **Staff:** Naomi Savas in SDS can assist in teaching and training you in non-peak times (after the midterms, Winter Interterm and Summer)
- **Create text only accessible companion documents for all PowerPoints**

(In PowerPoint- go to File>export>create handouts>create handouts>Outline only- then adjust formatting and headings (Save as both Word and PDF)
- **Use Canvas and Organize your Canvas Shells:** use Canvas modules and consider starting with templates developed by the Office of Teaching and Learning.
 - Share out all materials in advance through Canvas or other means.
- **Building UDL syllabi:** https://udloncampus.cast.org/page/planning_syllabus
 - ADA syllabus statements on DU'S Office of Teaching and Learning website. [Syllabus Statements](#)
- **Test any new software or major software upgrades for accessibility.** If you need help to test, contact IT Digital Accessibility Specialist using the link: [IT Digital Accessibility Request Form](#)

Other Resources:

- DU Accessibility Website: <https://accessibility.du.edu/>
- Free tools designed to help with tasks that feel are overwhelming or difficult: [Goblin Tools](#)
- [Examples of UDL practices in courses](#)
- [UDL Course Design Resources](#)
- [OTL Resources](#)