

Accessibility Guidelines for Online Courses

Basics:

- Ease of use must be equal for disabled users.
- Use a basic and easily-readable font. *San-serif fonts are suggested*
- Do not use too many variations of font. *Less than three recommended*
- Avoid small font sizes.
- Avoid using flashing or blinking content, includes flashy or decorative backgrounds.
- Use descriptive hyperlinks. Do not use “Click Here” or leave entire URL/web address. (ex. instead of <http://www.ttu.edu/> use [Texas Tech University Website](#))
- Provide descriptions for images, videos or any used graphics. This includes transcript text for all audio files as well. Videos **MUST** have captions available.
- Images should only be used to supplement understanding of text, not for decoration. If an image is used for decoration, put “null” in the description.
- Provide text titles and descriptions for all tables, charts and graphs.
- Avoid merging or splitting cells in tables.
- Organization and design must be consistent from page to page. Menus, pages, and navigation should all be consistent.
- Pages and websites should be able to be navigated using the keyboard.
- Do not use color, bold or italics to emphasize importance. Use Styles and Slide Layouts. You may bold or color your text, but make sure it is in a Style or Slide layout.
- Provide sufficient color contrast. Use [WebAim Contrast Checker](#) to check your color contrast and make sure it passes for accessibility.
- Communication plan is clear. Students must know how and where to contact the instructor.
- If exporting to document to PDF, make sure PDF is tagged correctly for accessibility.

For further resources, guidelines and assistance please visit the [TTU Accessibility Website](#).