



# Cañada College Course Accessibility Best Practices

Based on the [OEI Course Design Rubric](#)

The OEI created the Course Design Rubric in order to stream line the quality of courses participating in the Course Exchange and [Cañada's Academic Senate adopted the rubric in 2015](#). Please review the guidelines below and the [Cañada Canvas Accessibility Guide](#) to get your course in compliance with ADA regulations.

1

Use Heading Styles consistently to add structure to text in content pages and documents. Create lists using the Bulleted or Numbered Lists buttons, in.

2

Make links (hyperlinks) unique and descriptive, instead of 'click here' links. Use underlining *only* to denote hyperlinks.

3

Tag row and column headers in tables. Include captions to summarize table contents where appropriate.

4

Use sufficient color contrast between foreground and background text color. Use more than one way of conveying meaning, rather than directing students to 'read the text in red' for example.

5

Give all images appropriate alternative text (alt text), including decorative images.

6

Apply accessibility best practices to other types of documents, like PDFs, PowerPoint Slides, and Excel spreadsheets as well. Use accessibility checkers whenever possible to check accessibility.

7

Provide transcripts for all audio recordings, closed captioning for all video recordings, and synchronized captions for live broadcasts.

8

When adopting new apps, LTIs, or other software, inquire about the accessibility of the product and how the company will deal with future accessibility needs *before* adding them to live courses.