Accessibility for Syllabi

Hyperlinks
It is important to use descriptive words in the hyperlink (link) text, so users know where the link leads. The below image shows how to insert descriptive links in Word. For more information, refer to the Accessibility for Syllabi KB article.

Microsoft Word - Step 1:
Highlight the words you wish to add a link to and select "Add a Hyperlink" from the Insert > Links shortcut bar

Weighted in its contribution to your grade:

Pie chart showing: Quiz 10%, Group Project 20%, Midterm exams, 20%, Individual Project 20%, Final Exam 30%.

Alternative text: Quiz 10%, Group Project 20%, Midterm exams, 20%, Individual Project 20%, Final Exam 30%.

Accessibility Policy
The University of Cincinnati is committed to providing all students with equal access to learning opportunities. Accessibility Resources is the official campus office that works to arrange for reasonable accommodations for students with an identified physical, psychological or cognitive disability (learning,
Microsoft Word - Step 2:
Enter the link/URL into the "Address" text box and activate the "OK" button

[Image of Microsoft Word with the "Insert Hyperlink" dialog box open, showing text fields for "Text to Display" and "Address" with example values entered.]
Accessibility Network at the University of Cincinnati

Microsoft Office - Step 3:
The highlighted words will turn blue with an underline, indicating a link has been inserted.

Grade Breakdown by Percentage
Your progress in this course will be evaluated through weekly quizzes over the readings, two midterm exams and a final, as well as a group project and an individual project. Each project is weighted in its contribution to your final grade.

Pie chart showing: Quiz 10%, Group Project 20%, Midterm exams, 20%, Individual Project 20%, Final Exam 30%.

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