How to Prevent Accessibility Issues in Your Canvas Course

1. **Student Support:** The course should include information about the [Accessibility Resources Office](#) and [how students with disabilities may receive accommodations](#).

2. **Software:** Check the accessibility of all tools and software used in the course.
   - Inform students of [system requirements](#), [privacy policies](#), and [accessibility.](#)

3. **Modules:** Use the modules page as the primary place where you build and organize your course. Think of it as the table of contents or outline or to-do list for your course. If you have a reading or assignment or discussion for a particular week or unit, add it to the module for that week or unit. This way, everything associated with that week or unit will be more visible to you and your students. You can see in a glance if something is not available or unpublished that shouldn't be, or if a requirement was not set, and so forth.
   - [Here's how to add a module](#)
   - [Here's how to add assignment types, pages, and files as module items?](#)
   - [Here's how to use logically ordered semantic headers to section content?](#)

4. **Copy & Paste:** Don't copy from other courses or websites or documents into Canvas. If you do, the *text* will copy over just fine (although it may mess up the text styles and fonts), but images will not copy over like they would when copying and pasting into a Word document.
   - [Here's how to add and modify text in the Rich Content Editor](#).
   - Images have to be downloaded from the other site (right click on the image and choose 'save image as'), and then you can [upload and insert the image into Canvas](#), entering [alternative text](#) when doing so.
   - When copying content from another Canvas course, [use the course import tool](#) to ensure all images and links are fixed.

5. **Text & Web Links:** You should not use color or font size alone to distinguish text or convey importance.
   - Make sure links are up to date. Use the [link validator](#) to check for any broken images or links.
   - Make sure your [link text is informative](#) – avoid using text such as "here," "click here," or "read more."
   - Ensure that text has proper [grammar](#), [spelling](#), [reading level](#), and uses [plain language](#) when possible.
   - Check that color contrast is sufficient using this [Color Contrast Checker from WebAIM](#).

6. **Images:** When inserting an image, always remember to add [alternative text](#) for screen readers.
   - If you want to embed a very large image, reduce its file size (ideally under 1000 kb) with a [photo editor](#) first.
   - [Here is how to embed images from Canvas into the Rich Content Editor.](#)
   - [Complex figures should have rich descriptions](#) and be [usable in black and white](#).
   - Images that do not provide content should be [marked as decorative](#).

7. **Tables:** Do not use tables to structure your document.
   - Tables should only be used for tabular data when necessary.
   - When you use tables, set a caption and header row or header column in the table properties.
   - Reduce the number of columns for readability on mobile devices.
   - [Here's how to insert a table using the Rich Content Editor.](#)

8. **Videos:** Speak clearly when recording videos and audio so that [automatic captions](#) will be more accurate. It's important to remember that any automatically-generated captions will likely need further editing for accuracy and formatting.
   - Check in the [Canvas Student app](#) that the video can play full-screen.
   - For YouTube, see [How to use automatic captions](#).
   - For YouTube, click the share button to [copy the embed code for a video](#) and then [insert the embed code in your page](#).
   - For Kaltura (My Media), [here's how to order captions](#). Note that there is a cost for professional captioning.
   - For Kaltura (My Media), [here's how to embed videos in the Canvas rich content editor](#).
   - The [DCMP Captioning Key](#) has guidelines and preferred techniques for captioning.

9. **Files:** All files and documents should be checked for accessibility.
   - Use the built-in [Office Accessibility Checker](#) to make [Word documents](#) and [PowerPoint presentations](#) accessible.
   - [Create and verify PDF accessibility using Acrobat Pro](#) or [PAVE](#), or use alternatives to PDF.
   - Use [Ally](#) to get feedback on your uploaded course content.

10. **Math:** All math equations and formulas should have alt text or MathML representations.
    - Use the [Canvas Math Editor](#) to generate equations and formulas.

11. **Assignments & Quizzes:** All assignments and online activities should have clear expectations to help students understand how to do them and why they are doing them.
    - Use [rubrics](#) to [communicate assignment expectations](#).
    - Give students [extra time](#) or [separate due dates](#) on quizzes when needed

12. **Student User Experience:** Make sure your students are having the experience you want them to have.
    - Check the course in [student view](#) for broken or inaccessible functionality.
    - Check the course for usability in the [Canvas Student app](#)

13. **Accessibility Checkers**: There are multiple options for checking the accessibility of your content within Canvas.
    - The [Accessibility Checker in the Rich Content Editor](#) is available for the instructor and designer roles.
    - [Ally](#) (coming soon!) will scan your uploaded content (documents, etc.) for accessibility

Adapted from [How to Fix and Prevent Accessibility Issues in Your Canvas Course](#) (2018).