

# Accessibility When You're Teaching Online

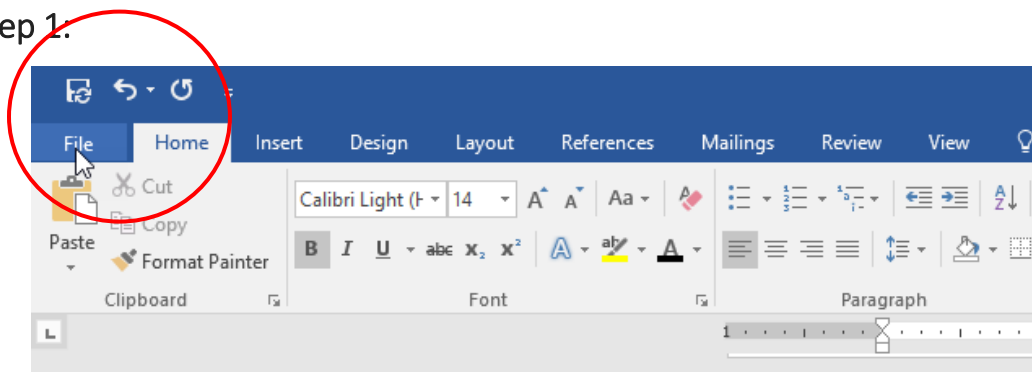
As you temporarily move your classes online, consider taking measures to make your course materials accessible for all students. Certainly, for students with accommodations this will be important, but it can also be helpful for students who do not have accommodations but who are experiencing increased anxiety and/or are unfamiliar with online learning. When students are learning at a distance, anything an instructor can do to make materials easy to navigate is helpful. For example, adding captions or [alt text](#) to the images or graphics on your PowerPoint (or other Office) document is a great way to assist those with visual impairments, but aids understanding of an image or graphic for every student.

The good news is, there are simple ways to make materials more accessible, from adding a caption to an image to using the Headings function in Word, to embedding hyperlinks in the text (like you see below) rather than pasting in the URL as text. For a quick read on how to increase accessibility, check out [5 Tips for ADA-Compliant Inclusive Design](#).

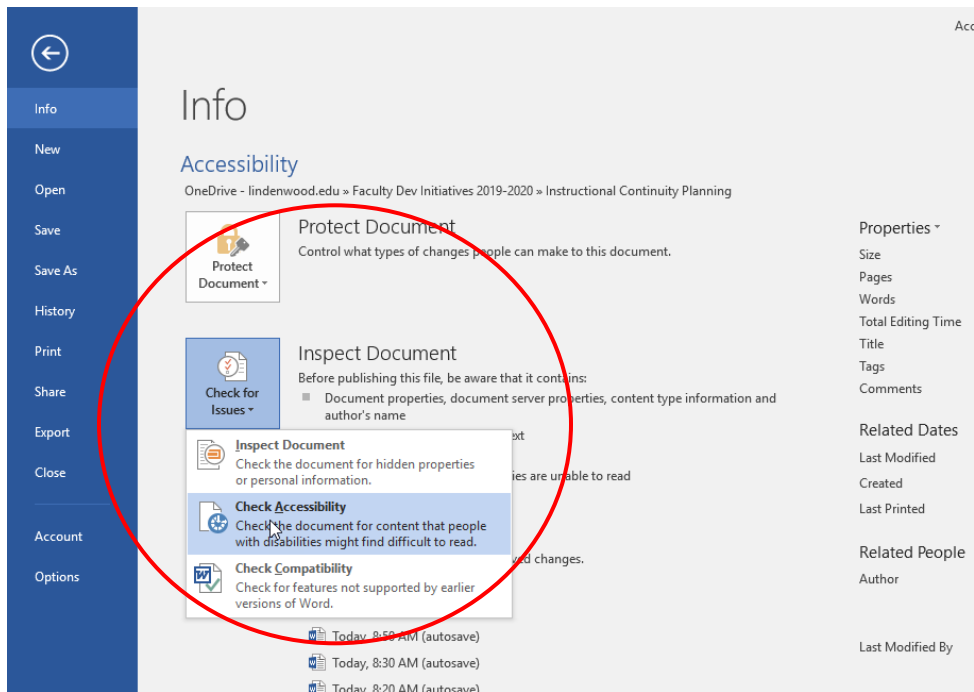
## Some things to note:

- You may already know about students in your courses who have accommodations that need to be translated to the online environment and/or there may be students in your courses who have not taken online courses and, therefore, may need to register for accommodations that this format requires. Let students know that you will work with them and Accessibility Services to address their needs during this time. Encourage students who might need accommodations for online learning to contact Jeremy Key Accessibility Services.
- Canvas contains several tools to make your course materials accessible. This guide contains information about how to check your course for accessibility, how to create documents that are accessible, and how to caption videos, among other things.
- In order for students who have visual impairments to use e-readers to access online documents, you must use file types and features that are compatible with using a reader.
  - Microsoft Office has an **Accessibility Checker** that reviews documents for accessibility issues and helps you to fix them easily. Steps for using it in Word are shown below.

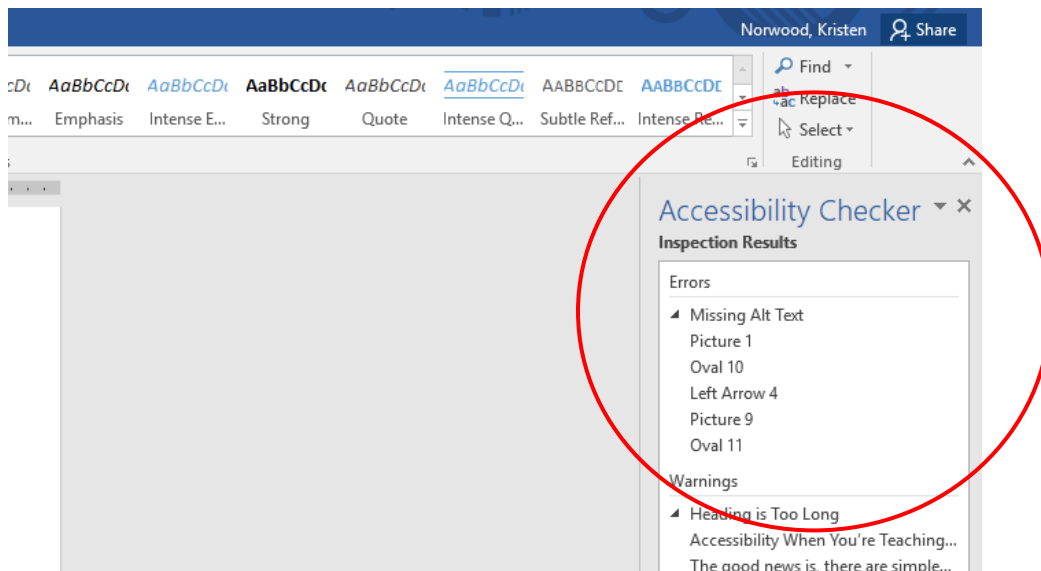
## Step 1.



## Step 2:



## Step 3:



- Watch [this quick video](#) for a tutorial on how to make Office documents accessible or if you'd like to read more, see the links below.
  - [How to make a Word doc accessible](#)
    - Click [here](#) to watch a demonstration of how to convert an existing Word doc to an accessible Word doc.

- [How to make a PowerPoint accessible](#)
- How to make a PDF accessible [when you have the source document](#) and [when you don't](#)
- [How to make an Excel file accessible](#)
- [How to ensure tables in your documents are accessible](#)

### Additional Support:

For questions, more resources, or individual assistance, please contact [Jeremy Keye](#) in Accessibility Services, [Kristen Norwood](#) in the Learning Academy, or [Lindenwood Online](#).