



Course Accessibility

Part of the mission at Indiana State University is to create an **engaging, challenging, and supportive** environment for all types of learners. This handout outlines general guidelines to help you make your course content comply with the Americans with Disabilities Act (ADA) and Universal Design (UD).

Helpful Tips

- Offer course content in a variety of media and formats.
- Ensure all PDF files are text searchable.
- Use the stylized headings within word processors and presentation softwares.
- Avoid using red and green font.
- Add alternative text to all images and diagrams in your course.
- Record videos in Yuja and automatically generate and manually edit captions.
- Add captions to YouTube videos you create.
- Use [amara.org](https://www.amara.org) to manually create captions and transcripts for online videos.

Campus Resources

- Remind students of the services provided by [ISU Disability Student Services](#).
- Meet with an instructional designer for assistance.

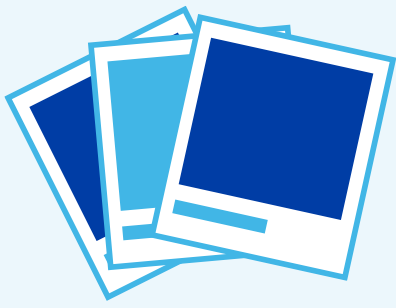
For more information, contact an instructional designer today!



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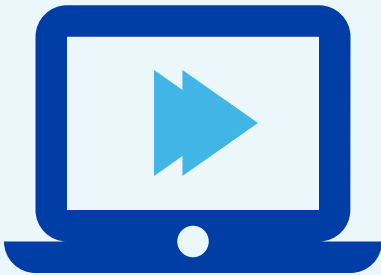
Images and Diagrams

- ✓ Utilize colorblind-friendly color combinations.
- ✓ Use both symbols and colors to convey information.
- ✓ Be sure the foreground and background contrast.
- ✓ Provide meaningful alternative text and long descriptions.
- ✓ Make the image a size that can easily be seen and read.



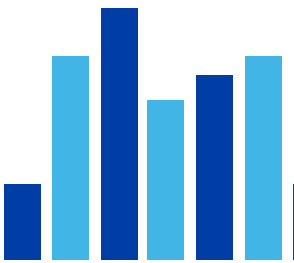
Multimedia

- ✓ Provide accurate captions and transcripts.
- ✓ Include descriptions of images in the video transcript.
- ✓ Do not set multimedia files to auto start.
- ✓ Avoid looping multimedia content.
- ✓ Ensure that students can access the video technology and its user controls.



Slideshow Presentations

- ✓ Title each slide with a unique heading.
- ✓ Include image descriptions as alternative text.
- ✓ Avoid using text boxes; use Auto layouts instead.
- ✓ Replace Word Art with real text.
- ✓ Provide adequate color contrast.
- ✓ Avoid using slide transitions and animations.



Tables and Graphs

- ✓ Include a title for each table, graph, or chart.
- ✓ Identify column and row headings.
- ✓ Provide descriptive labels or captions.
- ✓ Use colorblind-friendly color combinations.



Text

- ✓ Use a readable font and font size.
- ✓ Include real text (text not in an image).
- ✓ Do not use moving or flashing text.
- ✓ Avoid using shades of red and green.
- ✓ Avoid underlining text that is not a hyperlink.