

Accessibility Quick Guide for Faculty



Element	Don't	Do	Resource	Why
Headings	Use only bold, italics, color, or size for headings.	Use true headings (Heading 2, Heading 3) in Microsoft Word or the Canvas Rich Content Editor.	Instructure has a Canvas Guide on the Accessibility Checker .	Screen readers need structured headings for navigation.
Links	Insert vague links like "click here."	Use descriptive link text (e.g., View syllabus).	Read about accessibility on the CIRT website .	Helps all students, especially screen reader users, know what to expect.
PDFs	Upload scanned PDFs without OCR or structure.	Create accessible Word docs first, then convert to tagged PDFs.	Check out WebAIM's guide on Creating Accessible Documents .	Ensures documents are readable and navigable.
Alt Text	Use images without descriptions.	Add concise alt text (or mark decorative images).	ASU has a Guide on Best Practices for Alt Text .	Alt text communicates essential meaning to blind/low vision students.
Color	Use color alone to convey meaning.	Pair color with bold styling, symbols, or patterns to convey meaning. Check color contrast.	WebAIM's Contrast Checker Tool is helpful for assessing contrast.	Ensures readability for students with low vision or color blindness.
Videos	Upload videos without captions or transcripts.	Provide accurate captions and transcripts (edit auto captions).	Instructure has a Canvas Guide on Studio Captions .	Captions support deaf/hard of hearing students and benefit everyone.
Tables	Use complex or unlabeled tables.	Use simple tables with headers, labels, and captions.	WebAIM has a Guide on Building Accessible Tables .	Screen readers need clear structure to read tables properly.