

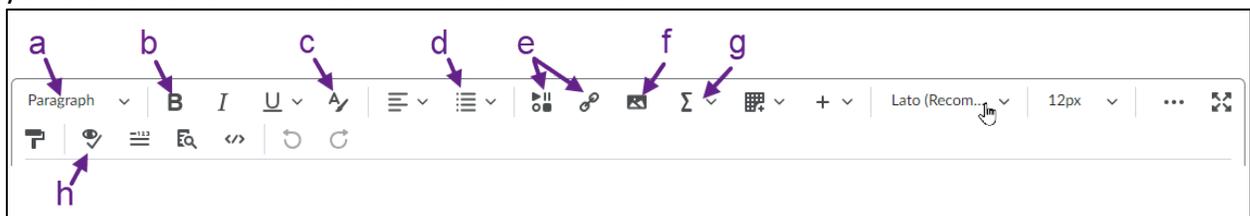


Creating Accessible Content in Brightspace

Brightspace is designed to support users with diverse needs using a variety of assistive technologies. But even with these design features, you need to ensure the content you create or upload is accessible - not only accessible for those students who use a screen reader, but for differently abled and neurologically divergent students, as well.

1. Text Editor tools

The Brightspace text editor that you see in Content, Assignments, Announcements, Discussions, Quizzes, and elsewhere in Brightspace, contains several tools to help ensure you create accessible material with the text editor.



a. Styles/Headings

Use the Styles or “Heading” options in the editor rather than bolding or using large font for titles and subtitles.

Using Headings helps an individual using a screen reader to skip through headings quickly to find a particular spot in the document, much like one might visually scan a page to find a certain paragraph. Using the Headings options sets headings apart from paragraph text.

b. Bold

Don’t use colour alone to convey meaning or to add emphasis. If you choose to use colour, make sure the contrast is acceptable (see next point) and use another method of emphasis as well, such as **bold** or size. This will help someone with low vision or with color deficiency to recognize the emphasis.

c. Contrast/colour checker

Use the Colour Checker to check that the colour contrast between the text and the background is strong enough.

d. List

Use the **List** option to bullet or number whenever you create a list otherwise a screen reader will not recognize the text as a list. Manually typing a bullet or number will not do; you must use the **List** option.

e. Links

There are several ways to add links in your text by using the **Insert Stuff** and

QuickLinks options in the editor. You can link to items within your Brightspace course site, such as assignment or discussion areas, or to external websites.

When adding links, NEVER use “Click here”. The text that is linked should describe what it is linked to. The text should be able to be taken out of context and still make sense. This allows a person using a screen reader to find a specific link on a screen. “Click here” tells them nothing about the link.

The quickest way to include a link in your document is to click **Insert Quicklinks**, select **URL**, type or copy in the **URL** (include the <https://>) and in the “Title” field, type in the text that will be linked.

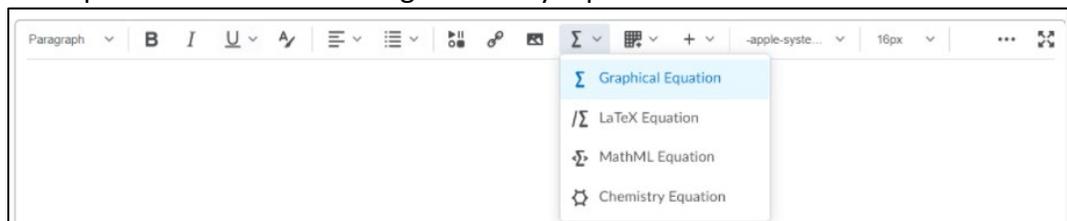
f. **Insert Image**

Whenever you add an image using the **Insert Image** option, Brightspace will prompt you to include **Alternative Text** (alt text). This is the description of the image that will be read by screen readers or will appear for those with a poor connection. When an image is uploaded through the editor, it cannot be saved until an alternative description is entered or the box for marking the image as decorative is checked.

D2L’s Tip to write good alt text: Think about what you would say to someone if you were talking to them on the phone and had to describe a picture. What do they need to know? That information goes into the Alt text.

g. **Equation Editors**

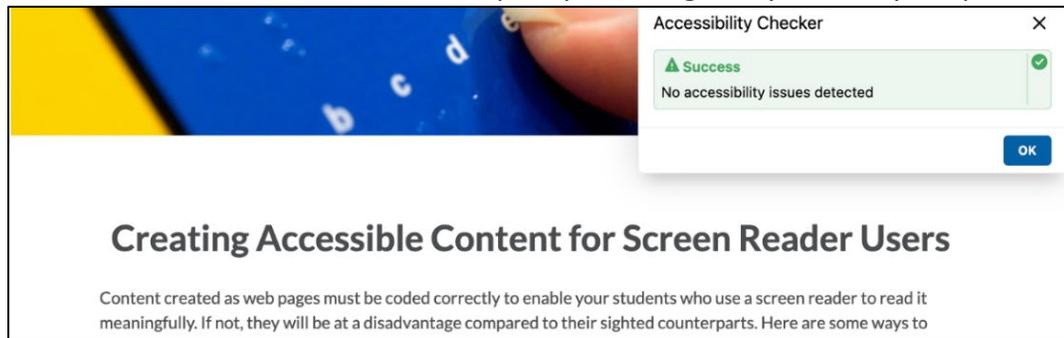
The Brightspace Editor is equipped with different types of equation editors for adding mathematical formulae with brackets and symbols. Equations can be entered in one of the following formats by using the respective editor: Graphical, MathML or LaTeX. All types of math inputs are converted and stored as MathML. Screen readers are generally capable of reading MathML on browsers that support MathML. There is a separate editor for entering Chemistry equations.



h. **Accessibility Checker**

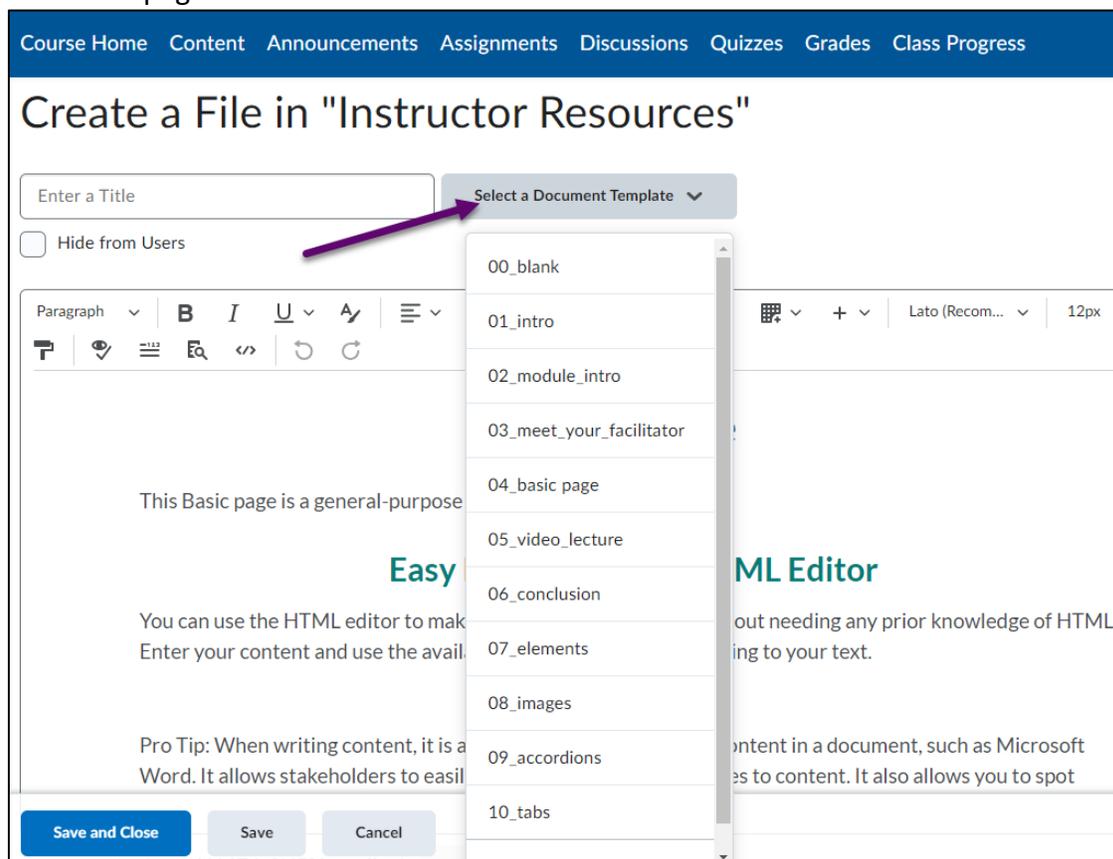
The Accessibility Checker reviews the HTML code of your page for accessibility issues and lists the issues that it finds along with suggestions for fixing them. When there are no accessibility issues, the checker reports success.

Note: The Checker will not check the quality of alt tags, only that they are present.



2. Content templates

When adding material to the Content area of your course site, under **Upload / Create** you will find the option to **Create a File**. This allows you to create a webpage within Brightspace, using the full Brightspace html editor. This option also provides a list of accessible templates you can select and use to format your new page. Once you've selected a template, replace the default text with your text and the default image with your image to create a beautiful, accessible page.



3. Accommodations

In Brightspace you can:

- [create an accommodation setting per student for all quizzes](#) in the **Classlist** by clicking the arrow beside the student's name and selecting **Accommodation** and
- [create an accommodation setting for an assignment or quiz](#) in the quiz editing screen by expanding the **Availability Dates & Conditions** section and selecting **Manage Special Access**.

Do not use Groups when setting up accommodations, as all students can see all the other members in the group.

4. Video Note and auto captions

You can create a 30-minute (or less) video with automatic captioning using Brightspace's **Video Note** tool. **Video Note** is available in a number of places throughout Brightspace, including Content, Discussions, Activity Feed, and even when grading and providing feedback to learners.

Once you've created a video, be sure to check the automatically generated captions, especially if there are new words to the system. Editing captions can be done by finding the saved video in the Media library. Select the **Admin Tools** (gear icon on the top right in the mini nav bar) and select **Media Library**. Find the file and click the three dots beside name and select **Closed Captions**.

Linking to a video in YuJa or YouTube is integrated into Insert Stuff withing the Brightspace editor. Both apps automatically caption videos. If you use other media such as Stream, make sure the videos are captioned before linking them.

Transcripts and captions can help ALL students, not only those who use screen readers.

5. Panorama

MS 365 products such as Word, PowerPoint and Excel have their own accessibility checkers. Be sure to use them before uploading the document to Brightspace. Select **Review > Check** in these products for a list of issues along with suggestions for fixing them. The first time you use an accessibility checker you might be surprised at how much isn't accessible, particularly in PowerPoint.

Panorama is a separate tool that UWindsor has added to Brightspace to complete a document accessibility audit for material that is uploaded to Brightspace such as .ppt, .pdf, and .docx files. Panorama is not in your course by default. You can request to have it added to your course by submitting a service request.

More Accessibility Tips

For more accessibility when using Brightspace tips, visit the Brightspace pages [Meeting web content accessibility standards](#) and [Developing Accessible Content](#), and the University of Windsor's [Accessibility Info Cards](#).

When designing any learning material or activities, follow the [Universal Design for Learning](#) guidelines to improve and optimize learning for all students.