# Make the Content on Blackboard Accessible

1. Heading Styles

Using heading styles if the information is long and has subtitles.

     Steps to format the text using heading style:

        (1) Select the text

        (2) Select a corresponding format from the **Format** drop-down menu (see the screenshot below).
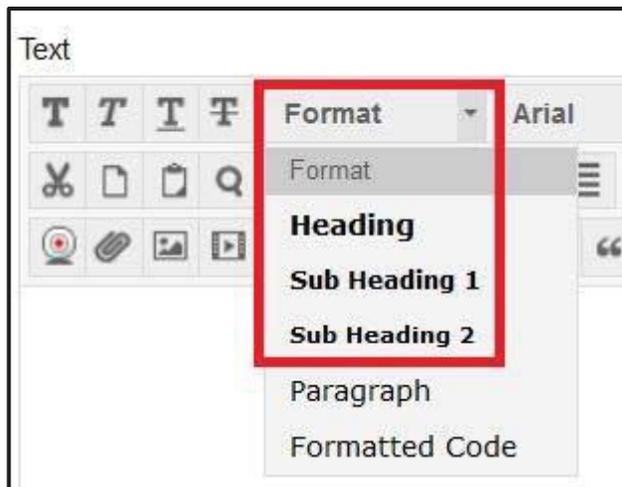
2. URLs

Always provide meaningful descriptive text for links and make them open in a new window. For example: Western Kentucky University website instead of http://www.wku.edu/.

     Steps to make a link open in a new window:

        (1) Select the link

        (2) Click the link icon in the tool bar of the text editing box

        (3) Select **Open in New Window (_blank)** from the drop-down **Target** menu (see the screenshot below).
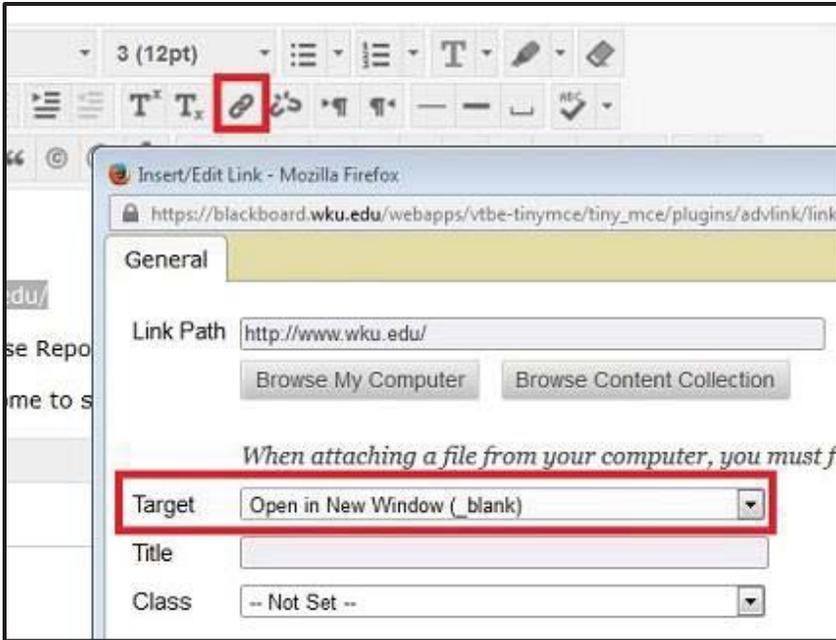
3. Contrast

Good contrast between text and background. This means that the text should be easily seen upon the background. For example, black text on a white background has good contrast.

4. Color

Color is not used as the only way to convey information. All information should be meaningful if the color is removed. If you want to use color to indicate information, ensure that color encoded information is also available in text.

5. Images and Charts

Always provide descriptive ALT text for all graphs, charts, and images including the graphs in quizzes or tests. When you type the ALT text, think about what do you want your visually impaired students to know?

> Steps to add ALT text to an image:
> > (1) Select the image
> > (2) Click the image icon in the tool bar of the text editing box
> > (3) Type the descriptive ALT text to the **Image Description** field (see the screenshot below).

6. Tables

Tables should have description to summarize the table contents in the Summary field and have header row identified in the row properties.

Steps to add the description to a table:
(1) Select the table
(2) Click the Insert/Edit table icon in the tool bar of the text editing box, a dialogue box will pop up.
(3) Click **Advanced** tab
(4) Type the table description in the **Summary** field and click **Update** button (see the screenshot below).
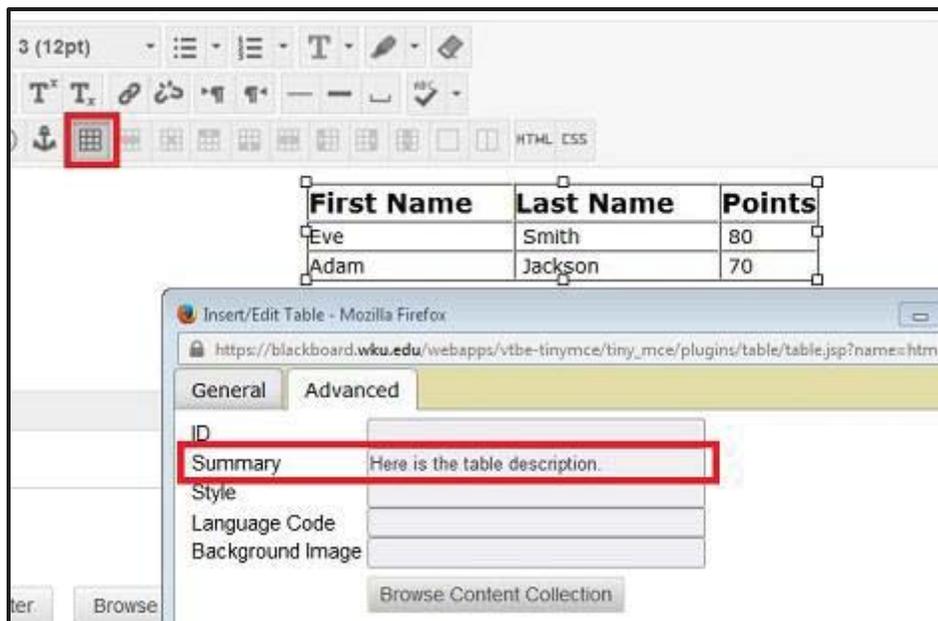
Steps to identify the header row of a table:
(1) Select the header row of the table
(2) Click the Table Row Properties icon in the tool bar of the text editing box, a dialogue box will pop up.
(3) Select **header** from the drop-down **Row Type** menu and click **Update** button (see the screenshot below).
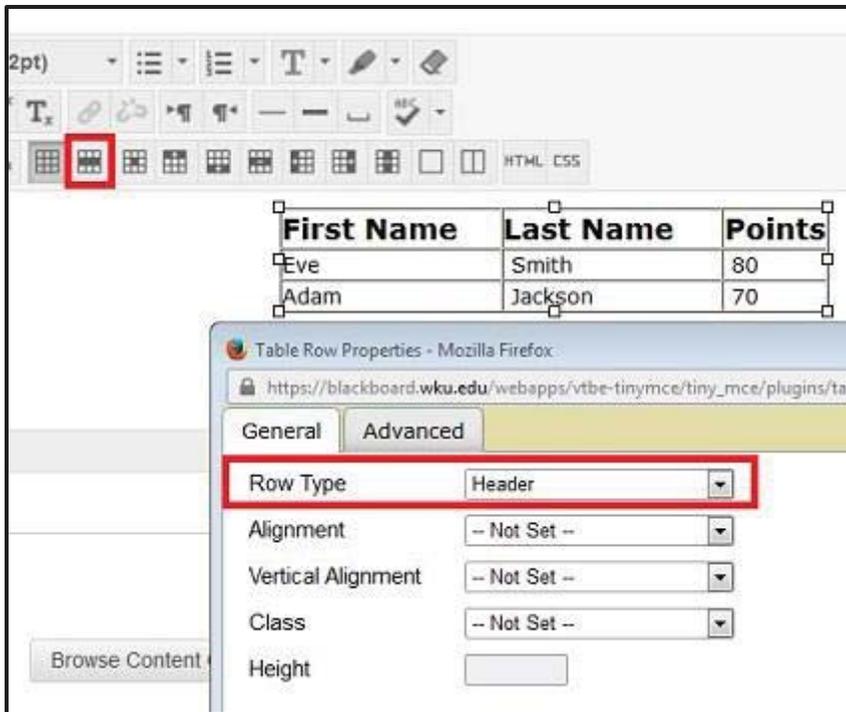
7. Audios or Videos

Written transcripts or closed captions for audios or videos help those with hearing impairments perceive the information. Distance Learning transcribing services will work to ensure all course related videos are transcribed. However, our transcribers are limited, so courses with students who need an accommodation are given a priority designation. If you have been notified by Student Disability Services that a currently enrolled student is in need of special accommodations, please go to Transcribing Services web page and fill out the priority request form and submit the transcribing request.

8. Tests

If tests have video, audio, matching, and/or hot spot questions, alternative questions/tests should be provided.