

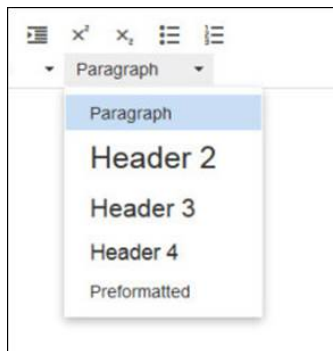


# Ursinus College

## Canvas Accessibility Guidelines

### Font Sizes and Colors

- [Make your fonts larger](#) in the Rich Content Editor (Canvas defaults to 12 pt. font for body text. I would encourage you to change that to **14 pt. font.**).
- Use [headings and subheadings](#) within the Rich Content Editor. Section headings allow users to quickly scan the content on the page and differentiate between headings, subheadings, and paragraph text.



- **Use color sparingly:** Stick with black lettering whenever possible and do not use color as your only means of emphasizing content. Stay away from red and green fonts in particular.

### Alternative Text, Links, and Captioning

- **Make your titles descriptive and clear**
  - When recording or uploading media in Canvas, give the video a title. This text will be read aloud to a person using a screen reader.
  - [Add alt text](#) to any images you add in the Rich Content Editor.
  - [Rename any images you've added](#) to the Files section to make the title something more descriptive.
  - [Rename your files](#) so they are more descriptive of the actual content (e.g. Chapter 3 Notes instead of chapter.doc).
- [Create captions/subtitles for your videos](#) whenever possible. You can also post a transcript of the video. If you've uploaded your video to YouTube, you can [edit the captioning](#) to make sure it's accurate. If you've uploaded your video to Microsoft Stream, you can [edit the transcript](#).
- [Hyperlink descriptive words or phrases](#) instead of just copying and pasting a website link in the Rich Content Editor. This will help your students understand where the hyperlink is going to take them (e.g. "Visit the [Canvas Help](#) page to learn more about hyperlinking in the Rich Content Editor.")

## Organizational Tips

- **[Post your syllabus in Canvas.](#)** This will allow students with visual impairments to download the syllabus and use a screen reader to read it better. It also gives students the opportunity to consult the syllabus whenever they wish.
- **[Provide clear instructions for all assignments:](#)** Even though you may describe the assignment in detail during class time, it is especially helpful if you include a brief summary and clear instructions when posting assignments in Canvas.
- **[Create a clear and organized Front Page](#)** for your course informing students on how to navigate your course.
- Use **[Modules](#)** to organize your content so that students can progress through your course work in a linear progression.
- If using Modules, **[move Modules to the top of the course navigation menu and turn everything else off](#)** so students only have one place to visit in Canvas to gain access to your course content.

## Granting Extra Time for a Student Who Needs an Accommodation

- To give students **extra time on a quiz**, you can [extend the time](#) or [grant them another try](#).
- To give students **extra time to complete an assignment**, you can [set an alternative due date](#) for them.