<table>
<thead>
<tr>
<th>Component</th>
<th>Accessibility Guidelines</th>
</tr>
</thead>
</table>
| COURSE    | ○ Color alone is not used to convey meaning or emphasis. Color is used in conjunction with **bold** or *italics*.  
          | ○ Sufficient color contrast exists between text and background. |
| NAVIGATION| ○ Course navigation is clear and easy to follow for users.  
     | ○ Course navigation is consistent in order to allow user to locate materials easily. |
| CONTENT   | ○ Heading styles are applied in HTML documents to denote the topics and sections instead of formatting text simply by using bold, italicize, font size and/or font color.  
          | ○ Text is either in bold or italics to emphasize significance, not merely underlined or colored. Text is underlined and/or colored in conjunction with bold and/or italics to emphasize significance.  
          | Example: You have *one* attempt to take the exam.  
          | ○ Font size is 12 point and, if possible, in HTML to allow for font resizing by users.  
          | ○ Lists are formatted using bullets, numbers, or letters. |
| TABLES    | ○ Tables are used as an organization tool when information needs more than one column of text.  
          | ○ Heading styles are applied to column and row headings instead of font style, size, and/or color.  
          | ○ Color fill is applied to column and row headings.  
          | ○ Headers attribute are used in HTML for complex tables.  
          | Example: `<td headers="item">...</td>, <th id="item">...</th>`  
<pre><code>      | ○ Avoid using nested tables. |
</code></pre>
<table>
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<th>Accessibility Guideline Practices</th>
</tr>
</thead>
</table>
| HYPERLINKS                      | ○ Active hyperlinks are available for all URLs in the course.  
○ Hyperlink text provides a clear description of the link destination, rather than only providing the URL or using the phrase “click here.”                                      |
| COURSE TOOLS                    | ○ Grade Center columns are displayed in relevant, coherent order.  
○ Files have descriptive names that adequately describe the content.                                                             |
| TIMED EXAMS AND QUIZZES         | ○ Alert user to timed assessments and questions.  
○ Questions with photos have alt-text that adequately describes the image.  
○ Questions are written and presented in a manner in which a person with low or no vision, auditory, or mobility can answer. |
| DISABILITIES                    | ○ Provide students with contact information and a hyperlink to San Jacinto College Accessibility Services.  
○ Provide hyperlinks to accessibility statements for all software and tools used within the course. Example: Blackboard, Google, YouTube, etc.               |

For more information:  
View the OnDemand Training - Designing Accessible Content section at sanjac.edu/innovate