

ACCESSIBILITY GUIDELINES CHECKLIST



Blackboard HTML

Component

Accessibility Guidelines

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>`
- Avoid using nested tables.

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Accessibility Guideline Practices

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