

ACCESSIBILITY AT ISU: GUIDANCE FOR STAFF AND FACULTY DIGITAL ACCESSIBILITY QUICK GUIDE

TECHNICAL SPECS

AUDIO

- Audio should be clear (not muffled)
- Include transcripts

VIDEOS

- Resolution appropriate for viewing.
640 x 360 SD or 1280 x 720 HD
- Short segments (5-7 minutes)
- Closed captions

TEXT

- Use high contrasting colors (e.g. black or purple on a white background)
- Avoid using color alone to convey information. For e.g., “all items in red are due ...”
- Font size no smaller than 11pt
- Sans serif fonts, such as Helvetica, Arial, Tahoma, Calibri, Verdana
- Text can be resized to 200% without distortion
- Consistent heading styles and table headers in tables
- Avoid creating tables within tables
- Screen readable (Mac Voice Over, Windows Narrator, Jaws, Read Write Gold)
- Link text should convey meaning, for e.g., Section 508 instead of “Click Here”
- Documents should be in Word or RTF format

IMAGES

- Alt text, or captions, or descriptive text adjacent to the image
- Avoid using images as text
- No blinking, flashing and auto-refreshing text, graphics, or animations
- No text wrapping around the image
- No PDFs that are scanned images
- Appropriate color contrast for color blindness - webaim.org/articles/visual/colorblind

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This list is intended as a quick guide to make your site easily accessible.

A comprehensive list of the guidelines adopted by the university, Web Content Accessibility Guidelines (WCAG 2.0), can be found at www.w3.org/WAI/WCAG20/quickref/.

The university promotes criteria level AA.

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www.digitalaccess.iastate.edu

IOWA STATE UNIVERSITY

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ONLINE COURSE DESIGN SPECS

An online course must include:

- Syllabus and Schedule/Timetable that are easy to locate, accessible, and printable
- An up to date syllabus
Please refer to “How to Create an Effective Syllabus” on CELT’s website
<http://www.celt.iastate.edu/teaching/preparing-to-teach/how-to-create-an-effective-syllabus>
- Well articulated and measurable learning objectives, outcomes, and assessments that align with each other
- Start Here/Welcome/Course Orientation
- Instructor picture with alt text and bio. Instructor video is recommended
- List of technology tools used in the course and instructions for use
- Active and updated links to tools and instructional materials from external sources

Course design should support:

- Communication between instructor and students and among students
- Multiple ways of engaging and expressing knowledge
- Activities that promote active learning and attainment of learning outcomes

Material produced for the
Accessibility at ISU: Guidance for Staff and Faculty
workshop at Iowa State University in Fall 2016.
www.elo.iastate.edu/access

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