

# 5 ways to increase accessibility of course materials on Brightspace

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## Introduction

This 2-page primer provides brief tips and resources for creating more accessible course content in the following 5 common formats:

- HTML pages
- MS Word Documents
- Presentations
- PDF files
- Videos

Some of the resources mentioned on this page might require access to the D2L Brightspace Community website. Hence, first [Register for Single Sign On](#) to Brightspace Community. Watch this 3-minute video on [Inclusive Learning With D2L Brightspace](#) to learn about D2L's foundational values and accessibility value proposition.

### 1. HTML pages

- Use Brightspace [Accessible HTML templates](#) to create HTML pages that are accessible and consistent within and across courses. These templates can be customized to align with the branding of the institution.
- Create accessible Headings, Lists, Images and Font colors as instructed in this [handout on Brightspace HTML editor](#).
- Use the [Brightspace Accessibility Checker](#) to ensure any existing accessibility issues are identified and corrected.

### 2. MS Word documents

- Learn about how to build in [Accessibility features in Word documents](#) and why.
- Provide [good alternative descriptions for images](#) that add meaning to the content.

- Use the [MS Office Accessibility Checker](#) on MS Word documents you create.

### 3. Presentations

- Review the [Accessible Virtual Presentations](#) course on the [Brightspace Accessibility Academy](#).
- For MS PowerPoint, download and use the [Accessible Virtual Presentations Checklist](#).
- If you are not using a meeting software with automated captioning while running the presentation, make sure to turn on [automated captions during presentation](#).

### 4. PDF files

- Before converting any file such as MS Word documents or PowerPoint decks into PDF, first ensure that the source file is fully accessible.
- Use appropriate tools to convert to PDF such as Adobe Acrobat plug in. Do not merely use the print option.
- Do not scan documents into image PDFs. To test if a PDF is image-based, copy a small portion of the text and try to paste it into an editor. If text does not get copied, it is an image.

### 5. Videos

- Upload all video and audio files into the centralized [Brightspace Media Library](#). Embed any video into different HTML lessons for consistent view.
- Use the [Advanced Editing features](#) to create and edit automated captions (or upload a captions file if you have one), create chapters, edit the video, optimize it for streaming, etc.
- Download the transcript for the video from the player and link it next to the video in the HTML lesson.

## Resources

### [D2L Fusion 2023 Accessibility Playlist](#)

#### Resources for testing readability

- [Readability testing in MS Word](#) (free tool)
- [Readability Test](#) (online tool)
- [Readable](#) (website)
- [Readability Calculator](#) (free online tool)

#### Free courses on D2L Accessibility Academy:

- [Supporting students with low vision](#)
- [Supporting screen reader users](#)
- [Accessibility Lab Course](#)
- [Accessible Virtual Presentations](#)

#### Disability & Assistive tools guides:

- [Keyboard Navigation guide](#)
- [Brightspace tips for screen reader users](#)
- [Brightspace Support for Neurodiverse Learners](#)