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# Remote Instruction Accessibility Tips

— RISD Disability Support Services —

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# Overview

As faculty design remote course work, we remind you that RISD Disability Support Services is your partner in remote instruction accessibility. We are always happy to consult and collaborate. A more comprehensive guide is available for those interested.

To contact our office, please reach out to [disabilitysupportservices@risd.edu](mailto:disabilitysupportservices@risd.edu).

## Tests + Exams

Remain fair and equal when giving exams.

Students approved for extended time accommodation need to receive the time and a half or double time that they are entitled to (as indicated in their accommodation letter).

Before issuing an exam, please contact [disabilitysupportservices@risd.edu](mailto:disabilitysupportservices@risd.edu).

## Documents

Course information should be organized in a consistent and logical manner using formats that contain headings and subheadings.

It is important that text within PDF documents can be highlighted.

Images of text cannot be reliably read by the screenreader programs used by many of our students.

Documents with many images also cause screenreader programs to work inadequately.

## Presentations

PowerPoint and Google Slides have auto-captioning features available.

Google Chrome Browser is needed for Google Slides captioning. Accessibility can be checked using the Outline view; *information that does not appear in this view will not be read by a screen reader.*

## Captioning

It is important to think about captioning video content shown in class.

Transcripts of video and audio files are important resources for students.

Live auto-captioning features are available through programs such as PowerPoint, Google Slides, and Google Meet. Youtube videos also contain a closed captioning feature that will help to further enhance the student learning experience.

## Links

Give links descriptive titles with alternative text. Avoid generic titles such as “Click Here”.

Ensure that all images have a description in the Alt Text field\*\*. If images contain text (e.g. a chart or a graph), ensure that the description given clearly explains the image content.

\*\***No alt text field?** Add a text box with a clear description under any images



“Image: yellow thumbs up emoji”

## Color + Contrast

Be sure that there is sufficient contrast and a readable font used.

Accessible fonts include Arial, Calibri, Century Gothic, Helvetica, Tahoma and Verdana.

A dark text color on top of a light background allows for readability.

**Example:** Try black text on light blue, pale green or gray background.

## Lists + Bullets

Use the built in functions within programs to create numbered and bulleted lists that contain organization and order.

# Helpful Hints

- ❖ Make assignment instructions and expectations as clear as possible for course activities, projects, and assigned readings.
- ❖ Speak slowly and clearly when instructing through remote platforms.
- ❖ Offer outlines, organized notes, and other course materials as needed in order to help facilitate student learning.
- ❖ Provide feedback and clear communication to all students in your course on projects.