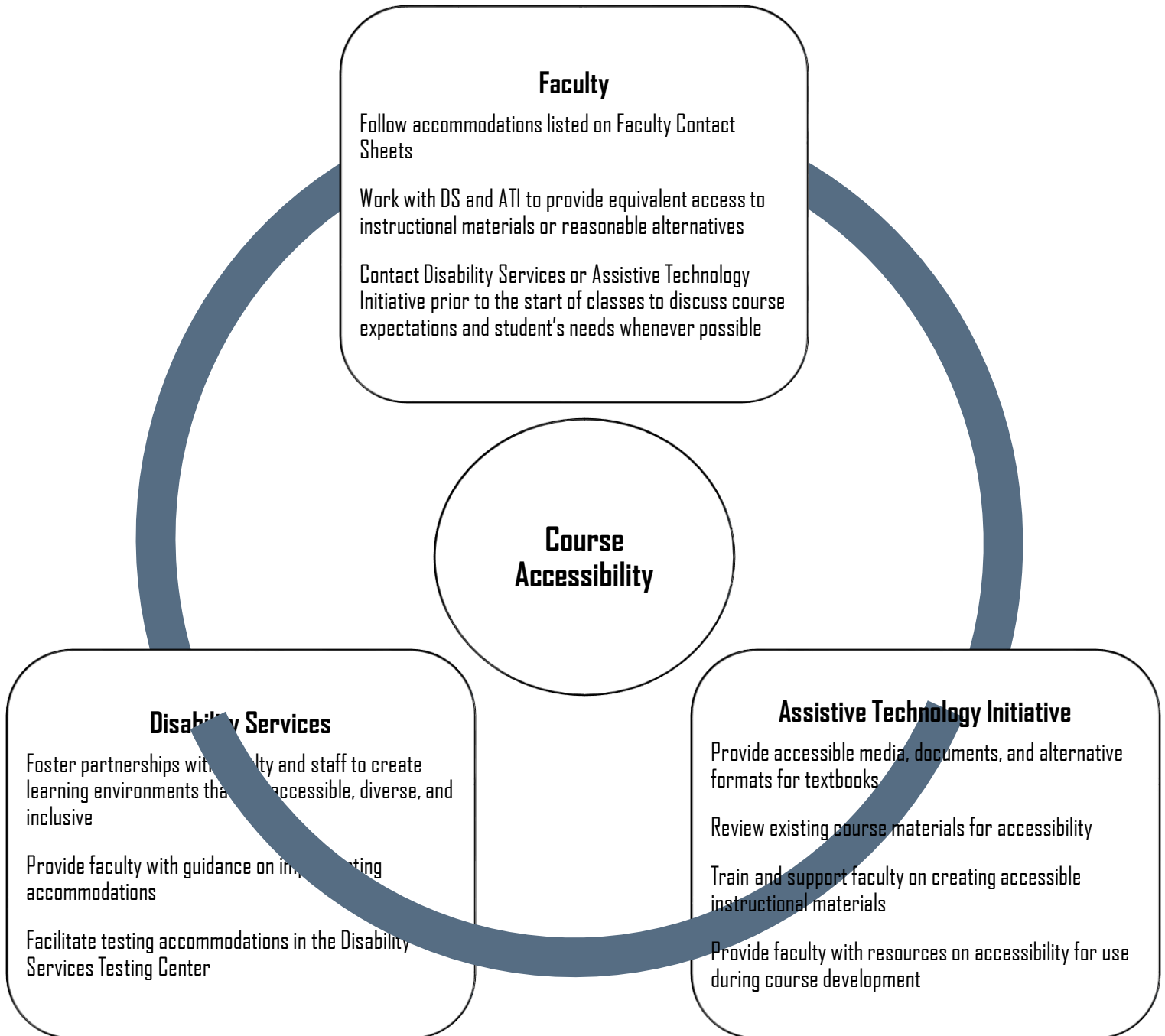


# Accessibility Matters

George Mason University is committed to maintaining a diverse and inclusive academic community, where all students are afforded the opportunity for a transformational learning experience. Should you encounter a student connected with Disability Services seeking accessible materials (e.g., blind/low vision, deaf/hard-of-hearing), you will need to work with Disability Services (DS) and the Assistive Technology Initiative (ATI) to ensure equivalent access to the instructional materials/content. This guide is meant to assist faculty in ensuring accessible design of course content based on University Policies 1203 & 1308.



# Digital Accessibility Guide

Please reach out to us for assistance in the accessible design of your course content—we are here to support you!

**ds.gmu.edu** – full accessibility guide, faculty guide, and suggested syllabus statements







Phone: 703-993-2474 | Email: [ods@gmu.edu](mailto:ods@gmu.edu)

**ati.gmu.edu** – accessibility resources, document accessibility guidelines, and assistive technology resources

Phone: 703-993-4329 | Email: [ati@gmu.edu](mailto:ati@gmu.edu)

**stearnscenter.gmu.edu** – ideas and instruction in course design

Phone: 703-993-6200 | Email: [stearns@gmu.edu](mailto:stearns@gmu.edu)

Format	How to Design for Accessibility	How to Check for Accessibility
	<ul style="list-style-type: none"> <li>Follow a linear, logical layout</li> <li>Use built-in bullet and numbering tools</li> <li>Use built-in headings and styles to group content</li> <li>Align text to the left and avoid using columns when possible</li> <li>Include meaningful alternative text descriptions for complex images, charts, graphs, etc.</li> <li>Do not use color alone to convey important information</li> </ul>	<ul style="list-style-type: none"> <li>Run Microsoft's built in Accessibility Checker:</li> <li>Mac: Click Review tab&gt;Check Accessibility.</li> <li>PC: Click File&gt;Info&gt;Check for Issues&gt;Check Accessibility</li> </ul>
	<ul style="list-style-type: none"> <li>Include synchronized, accurate captions for all video.</li> <li>Include transcripts for all audio-only content</li> <li>Use an accessible media player (i.e., Kaltura, YouTube, OzPlayer)</li> </ul>	<ul style="list-style-type: none"> <li>Use TAB key to navigate through the video player controls (e.g., play/pause)</li> <li>Check that captions are accurate (including punctuation) and synchronized with the audio</li> </ul>
	<ul style="list-style-type: none"> <li>Use built-in slide layouts</li> <li>Give each slide a unique title</li> <li>Ensure color is not the only means of conveying important information</li> <li>Include meaningful alternative text descriptions for complex images, charts, graphs, etc.</li> <li>Include text transcripts for any audio content in the Notes section of each slide</li> </ul>	<ul style="list-style-type: none"> <li>Run Microsoft's built in Accessibility Checker:</li> <li>Mac: Click Review tab&gt;Check Accessibility.</li> <li>PC: Click File&gt;Info&gt;Check for Issues&gt;Check Accessibility</li> </ul>
	<ul style="list-style-type: none"> <li>Use a simple table structure and specify column header information</li> <li>Name unique sheet tabs and remove blank sheets</li> <li>Include meaningful alternative text descriptions for complex images, charts, graphs, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Run Microsoft's built in Accessibility Checker:</li> <li>Mac: Click Review tab&gt;Check Accessibility.</li> <li>PC: Click File&gt;Info&gt;Check for Issues&gt;Check Accessibility</li> </ul>
	<ul style="list-style-type: none"> <li>Set reading order of the content appropriately</li> <li>Use tags to indicate heading structure</li> <li>Include meaningful alternative text descriptions for complex images, charts, graphs, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Can use mouse to highlight text</li> <li>Use Read Out Loud to read document. Click View&gt;Read Out Loud&gt;Activate Read Out Loud.</li> </ul>
	<ul style="list-style-type: none"> <li>Use headings to group content and improve navigation</li> <li>Use meaningful hyperlink text</li> <li>Use sufficient contrasts for text and background colors</li> <li>Include meaningful alternative text descriptions for complex images, charts, graphs, etc.</li> <li>Make large, clickable actions where appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Run an accessibility checker, such as ANDI or WAVE through each page</li> <li>See <a href="https://ati.gmu.edu/web-accessibility-testing/">https://ati.gmu.edu/web-accessibility-testing/</a> for additional information.</li> </ul>