



A Busy Lecturer’s Guide to Accessibility

# What is this Guide for?

This Guide is a quick start document that accompanies the fuller Accessible Content Toolkit and is aimed at giving colleagues some key steps to get going with making learning content accessible.

The fuller toolkit guides you through some key practical steps.

This quick start guide will focus on some key tips in Step 1 for making Word, PowerPoint and video content accessible.

# Key Steps for supporting Digital Accessibility

## Make sure content is accessible as possible before uploading to Blackboard.

1. You should have the latest version of Word, PowerPoint etc. installed on your device. To check go to the Review Menu - you should see the Accessibility Checker button listed. If not, contact IT Services.
2. Use the Accessibility Checker in Microsoft Word, PowerPoint etc to check the content. Microsoft provide [step by step guidance](https://tinyurl.com/y4nvp34f) on using the accessibility checker.

# Key accessibility tips for PowerPoint:

1. Use the in-built slide layout for new slides. This helps with reading order.
2. Give every slide a unique title. This helps with navigation.
3. Use an 18pt sans serif font. Ensure sufficient whitespace. This helps those with dyslexia.
4. Make sure you add alternative text to images. This only needs to be one or two sentences. This helps those who use screen readers.
5. More details on: [accessibility in Powerpoint](https://tinyurl.com/y2crbcc4)

# Key accessibility tips for Word:

1. Use the built-in headings and styles for the different sections of your document. This makes navigation easier for those using screen readers.
2. Make sure you add alternative text to images. This only needs to be one or two sentences. This helps those who use screen readers.
3. Add meaningful hypertext links. This helps convey clear and accurate information about the link
4. Don’t use colour alone to convey information. People who are colour blind or with low vison might miss out on the meaning conveyed by particular colours.
5. More details on: [accessibility in Word](https://tinyurl.com/y68kaeb3)

# Key accessibility tips for audio and video

For audio and video content it’s important to add captions or a transcript for students with audio impairments.

1. Use Panopto to record a video or presentation. It will [auto-generate captions](https://tinyurl.com/yy7wu77k) which can be edited.
2. Alternatively, for existing narrated PowerPoints, you [can export these as videos from PowerPoint](https://support.microsoft.com/en-us/office/turn-your-presentation-into-a-video-c140551f-cb37-4818-b5d4-3e30815c3e83#:~:text=a%20video%20file-,After%20you've%20created%20your%20slides%20and%20recorded%20any%20timing,%3E%20Export%20%3E%20Create%20a%20Video.) and upload them to Panopto, which will then auto-generate captions.
3. If you are using Blackboard Collaborate, you can [switch on subtitles](https://support.microsoft.com/en-us/office/present-with-real-time-automatic-captions-or-subtitles-in-powerpoint-68d20e49-aec3-456a-939d-34a79e8ddd5f#:~:text=To%20have%20subtitles%20always%20start,words%20will%20appear%20on%2Dscreen.) on the PowerPoint slideshow and select the [Share application option](https://help.blackboard.com/Collaborate/Ultra/Moderator/Moderate_Sessions/Share_Content#share-application_OTP-0) when sharing content.

# Further Advice and Guidance

There is a range of advice and guidance available online as well in addition to that contained in the fuller toolkit:

1. The Realising Teaching Excellence blog for a [range of advice and tips on digital accessibility](https://rteworcester.wp.worc.ac.uk/?s=accessibility)
2. See University of Hull’s handy A4 guide [Designing for Diverse Learners](https://libguides.hull.ac.uk/diverselearners)
3. Use the Microsoft Educator Community to learn more about Microsoft tools that support accessibility. See for example the course on [Training Teachers to edit accessible content](https://tinyurl.com/troltee).
4. Further advice and support can be found via the Lexdis Further and Higher Education [Digital Accessibility Working Group pages](https://www.lexdis.org.uk/digital-accessibility/).

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