

# Accessibility Tip Sheet

**Disclaimer:** The tips contained in this sheet are just suggestions to help you create and maintain Accessible web pages. It does not list the full requirements for Accessibility. For more information, please see the WCAG 2.0 guidelines. [https://www.w3.org/WAI/WCAG20/quickref/?currentsidebar=#col\\_overview](https://www.w3.org/WAI/WCAG20/quickref/?currentsidebar=#col_overview) and view helpful videos like: <https://www.w3.org/WAI/perspectives/> You can download a Chrome plugin WCAG Accessibility Audit Developer UI and Color Contrast Analyzer, or Web Accessibility Toolbar for Internet Explorer.

- There are varying levels of Accessibility and we are not legally qualified to determine what is accessible and what is not, but using the guidelines referenced above, you may work towards a more accessible site.
- Approach Accessibility guidelines as you would an IEP. (Accommodations required by law, and ethically the best way to ensure effective communications to your parents and students.)
- Please remember to **check ALL of your content**. Especially old content. Our migrators bringing data to the new template will type in an alt text, but they do not know the message you are trying to convey with the images placed there.
- Suggestion: place a disclaimer on the home page that states if the user is in any way unable to access information on a page due to a disability, they may contact a specific email, and all efforts will be made to provide said user with necessary accommodations.

For Images: <b>Alt text</b>	<ul style="list-style-type: none"> <li>• Concise and meaningful replacement for the image; must convey the same message to the listener that a person with vision would perceive if viewing the image</li> <li>• Decorative pictures may be labeled with a space in the Alt text which will read as a “Null”</li> <li>• If placing a link behind an image, alt text must give the destination of the link</li> <li>• For clip art; right click → properties to record a more accurate alt text</li> </ul>
<b>Long Description</b>	<ul style="list-style-type: none"> <li>• If user is confused after listening to alt text, user should be able to right click on the image to get a longer description</li> </ul>
<b>Images</b>	<ul style="list-style-type: none"> <li>• Reduce image size to increase page load speed</li> <li>• Delete height and use a percentage in the width; allows image width to adjust to the size of the window it is in.</li> <li>• Use images to convey meaning.</li> <li>• Decorative images must be labeled as such in the Alt text as <b>null</b>. This is done by placing a space in the Alt Text field. (Suggestion to avoid using images solely for decoration.)</li> </ul>
<b>links/document links: Tool tip</b>	<ul style="list-style-type: none"> <li>• Like Alt text; used to convey meaning for links of any kind; ex: document links or hyperlinks to other pages/sites</li> <li>• Used for document links, external hyperlinks, and internal page links <ul style="list-style-type: none"> <li>○ For internal page links, must right click → properties to input the tool tip</li> </ul> </li> </ul>
For Text: <b>Heading labels</b> (h1, h2, h3, etc.)	<ul style="list-style-type: none"> <li>• Used to divide data in a content portlet into sections;</li> <li>• Must be used in order. Page title is always h1 <ul style="list-style-type: none"> <li>○ First Section – h2</li> <li>○ Second section-h3</li> <li>○ Third Section-h4 etc.</li> </ul> </li> <li>• Can adjust the size and formatting independent of the default formatting for that header</li> </ul>
<b>Link text</b>	<ul style="list-style-type: none"> <li>• Must be meaningful in and out of context. Do not use “click here” without labeling the destination; ex: “click here to go to google.com” is more accessible</li> </ul>
<b>Color</b>	<ul style="list-style-type: none"> <li>• Do not use color as the sole method to convey meaning</li> <li>• Use high contrast; Plugin for chrome can help you check contrast</li> </ul>
<b>Forms</b>	<ul style="list-style-type: none"> <li>• Clear text directions to fill out ; explicit labels for fields</li> <li>• If you use * to label a required field, you must include instructions “* denotes required field”</li> </ul>
<b>Videos</b>	<ul style="list-style-type: none"> <li>• When embedding Videos, must have closed captioning</li> <li>• Transcript beneath video adds accessibility</li> </ul>

	<ul style="list-style-type: none"> <li>• Do NOT “play the video automatically on load”</li> <li>• Do enable privacy enhanced mode in Advanced Settings</li> </ul>
For <b>Graphs, Charts, or Data Tables:</b>	<ul style="list-style-type: none"> <li>• Must have a text alternative summary that tells what is shown within the Graph/Chart/Data Table (See Table Properties; Accessibility) Caption telling what is in the Graph/Chart/Data Table</li> <li>• Must have a text description that relays the actual information contained within the Graph/Chart/Data Table, that conveys the same data in its description that a sighted person would perceive by looking at the Graph, Chart, or Data Table (See Table Properties; Accessibility)</li> <li>• Do not use color as the sole means to convey meaning either in text or Graphs/Charts/Data Tables; use patterns in conjunction with color</li> <li>• ***Best bet is to stay away from Graphs/Charts/Data Tables***</li> </ul>