

Follow the LIST for Canvas Accessibility

Basic Canvas Accessibility

When creating documents in Canvas, make sure:

- **L**inks are descriptive (can stand on their own)
- **I**mages have alternative text (a brief description)
- **S**tructure is used (Headers and Lists)
- **T**able have headers (use the accessibility checker!)

An easy way to remember this is to follow the **LIST**!

Also, make sure:

- Text has good **color** contrast
- Videos have captions
- Apps and Learning Tools Interoperability (LTI) are accessible

Copying from Microsoft Word

It is preferable to create documents (Assignments, Pages, etc.) directly in Canvas, but copying and pasting from a Word document is possible with some edits. To copy and paste:

1. Open the Word document
2. Select all of the text (press **Ctrl + A**)
3. Copy the text (press **Ctrl + C**)
4. Open Canvas and add a new Page
5. Paste the text (press **Ctrl + V**)

L is for Links

- Make hyperlink names meaningful, so they can stand on their own. For example:

Instead of “Click [here](#) for the San Joaquin Delta College website”

Use “Click here for the [San Joaquin Delta College website](#)”

Reasons for Descriptive Links

- Gives the user more assurance of what they are linking to.
- Screen reader software can open a links list to display all hyperlinks on a webpage page.

Note: Correctly formatted links in Microsoft Word will copy fine to Canvas.

How to Create Links

1. Type your sentence and select the descriptive text
2. Click **Link to URL**
3. Type the web address
4. Click **Insert Link**

I is for Images

- Add a brief description to images.
- Keep the description to just a sentence, or a few words.
- Answer the question: What is this?
- If the image has text, add all of the pertinent text in the description.

Reasons for Alt Text

- Appears in pop-up text.
- Read by screen reader software.

Note: Images from Microsoft Word will NOT copy to Canvas. All images must be first uploaded to Canvas, then added to Pages.

How to Upload Images to Canvas

First, in your Word document, save images to your computer:

1. Right-click an image
2. Click **Save as Picture**
3. Type a title
4. Click **Save**

How to Add an Image with Alt Text

While editing a Canvas Assignment or Page:

1. Click **Embed Image**
2. Click **Canvas** (tab)
3. Click the **Course Files** folder (or where ever you would like to store the image)
4. Click **Upload File**
5. Click the folder where your image is located, click the image, and click **Open**.
6. In **Alt Text**, type a description
7. Click **Update**

Sample Image



Decorative Image

Checking “Decorative image” makes the image invisible to screen reading software. Avoid checking “Decorative image”, if possible. Even a one-word description can give the user a helpful frame of reference.

Using Flickr

Images can be embedded from Flickr in a similar way as described above. But, after embedding the image, please click the image and click **Remove Link**. Otherwise, anyone who clicks the image is linked to Flickr, which is very confusing.

S is for Structure

- Structure groups text and adds landmarks to help users navigate a document
- To add structure, use Headers (and use them in order) and use bullet and numbered lists

Reasons for Structure

- Screen reader users can navigate from heading to heading to quickly get an overview of the document
- Screen reader software will indicate how long lists are

Note 1: Headings created in Microsoft Word (called Headers in Canvas) will usually copy fine to Canvas. Header 1 is reserved for the title. If you are planning to copy from Word, use only Heading 2, 3, or 4.

Note 1: Bullet and numbered lists should also copy fine from Word.

How to Add Structure

1. Open a Canvas Assignment or Page, or create a new one
2. Type your text, using header text, which is usually a few words at the top of a paragraph or section that groups or summarizes the text.
3. To add a header, click the header text
4. In the Rich Text Editor toolbar, click the blocks or style pull-down menu, which is usually set as Paragraph. Choose **Heading 2**.
 - a. Continue to use Heading 2 for subsequent headers.
 - b. Use Heading 3 or Heading 4 if needed, but do not skip headings. For example, do not have a Heading 2 at the top of your document and the next heading be Heading 4.
5. To add a list, select the text
6. In the Rich Text Editor toolbar, click either the “bullet list” or “numbered list” button.

T is for Tables

- Make sure the header row is marked to tell the user what column they are in
- Add a table description, kind of like alt text but for a table
- The accessibility checker makes creating accessible tables easy

Reasons for Accessible Tables

- Screen reader software indicates the column and row the user is in
- A table description gives a brief summary of what the table is for

Note: Tables copied from Microsoft Word will not have the header row marked, have extra cell spacing added, and have clear border lines. It may be easier to remake the table in Canvas.

Sample Table

Pets	Colors	Toys
Dog	Black	Ball
Cat	Orange	Feather
Parrot	Green	Bell

How to Edit an Existing Table

1. Click any cell in the table
2. In the pop-up menu, click **Table Properties**
 - a. In **Border**, type 1 for a thin border line
 - b. When finished, click **Done**
3. To change the word spacing, select all of the cells. In the Rich Text Editor toolbar, click the blocks or style pull-down menu, which is usually set as Paragraph. Click **Paragraph**.
 - a. To revert to the previous word spacing, click **Paragraph** again.

How to Create an Accessible Table

1. Open a Canvas Assignment or Page, or create a new one
2. In the Rich Text Editor toolbar, click **Table**. In Table menu item, select the size of the table
3. Type in the information into the table
4. When finished adding the data into the table, click the **Check Accessibility** button
5. When asked "Add a caption", type a short description of the table.
6. When asked "Set table header", choose either:
 - a. Header Row if the top row indicates the headers for each column
 - b. Header Column if the first column indicates the headers for each row
 - c. Header Row and Column if there are headers for both the columns and the rows

Check Accessibility

Canvas has a helpful tool to check the accessibility in your Assignments and Pages. To check accessibility, while editing, click the **Check Accessibility** button.

Check Accessibility will find images without alt text, headings that are out of order, tables without headers or a description, and other accessibility issues.

Contact

Please call or email me with any questions:

John Cavano, OTR/L, ATP
Associate Professor / Assistive Technology
San Joaquin Delta College
jcavano@deltacollege.edu
(209) 954-5151 ext 6106