Accessible Content in D2L Tip Sheet

This guide shows some simple ways of making your D2L course accessible to all students. For more information on anything you see here, please visit the Disability Services website or D2L's documentation.

Uploading Existing Documents

While the D2L environment is already accessible, it does not do anything to make the content you upload to your course more accessible. Therefore, it is extremely important that you follow the accessibility guidelines when creating your original Word, PowerPoint, and PDF documents.

Other Tip Sheets

- Using Microsoft Word's Accessibility Checker
- Creating accessible PowerPoint presentations
- Checking accessibility in PDF documents

The rest of this document focuses on using D2L's HTML editor along with built-in tools for creating accessible documents and assessments.
Working with the HTML Editor

Headings

Properly formatted headings should be used to structure a page. Instead of changing the font size and font weight, select your text and assign a style from the Format drop-down menu.

Headings help organize your content and are the primary way to navigate a page using screen reading software. Each page should have one (and only one) Heading 1 to indicate the main topic of the document. Use Heading 2 for subtopics, Heading 3 for sub-subtopics, etc. You can have multiple H2-H6 tags in a document, but Do Not skip heading levels.
Lists

Make sure to format lists using ordered or unordered lists using the appropriate buttons in the HTML editor's toolbar.

Images

Make sure you add alternative (Alt) text to images. When uploading a new image, describe the purpose of the image in the Alternative Text field when the Provide Alternative Text window appears.

Try to keep the alt text to approximately 100 characters or less. If you need more space, create a hyperlink to an external document with more information.
Links

Write meaningful link text that indicates the link’s destination. This is easier to understand than “click here” or providing the full URL.

1. From the HTML editor’s toolbar, click the **Quicklinks** icon.

2. Choose the **URL** option in the **Insert Quicklink** window.

3. Paste the link address in the **URL** field and describe the link’s destination in the **Title** field.

4. Select the **Whole Window** option for the **Target**.

Videos

Make sure any embedded videos are captioned and audio files are transcribed. If you need to caption a video you created, consider using YouTube’s caption editor. *If you read from a transcript, you can actually upload a text file of your transcript and YouTube will automatically create the time codes for you!*
Using D2L’s Accessible Templates

D2L offers several HTML/CSS templates that make it easier for you to create professional looking, accessible content files. Once downloaded and added to your course, your templates are available in the Select a Document Template drop-down list when you create a new HTML document.

For instructions on adding D2L’s accessible templates to your own course, please visit the Desire2Learn Instructor Resource Center.
Accessible Equations

D2L’s equation editor is free, easy to use, and saves output as MathML, which is screen reader-accessible. We recommend creating your equations within the equation editor whenever possible using its intuitive graphical interface.

To copy equations created in Microsoft Word using MathType into the equation editor, activate the context menu for equation editor icon in the toolbar and select the MathML Equation option. Then paste MathML copied from MathType into the text field and click the Insert button. Please visit the MathType documentation for instructions on how to setup MathType to export in the MathML format.

Please note that the Equation Editor is not available for students in D2L. Because of this, there is no way for students to show their work on a D2L assessment. If you require students to show their work, consider another alternative solution.

Advanced Availability for Online Assessments

Use Advanced Availability to give students extra time on assessments in D2L.

1. When editing a quiz, locate the Advanced Availability section at the bottom of the Restrictions tab.

2. Make sure the Allow selected users special access to this quiz option is checked and click on the Add Users to Special Access button.

3. Check the Assign special time limit box and type a new time limit in the Access section.

4. At the bottom of the page, check the box next to the name of the student that needs additional time.
5. Click the **Add Special Access** button.

6. Click the **Save** button to save the quiz.