

Building Digitally Accessible Summer and Fall Courses

Plan ahead and start now.

College Expectation: Process over Perfection 85 +

1. Before publishing, every Instructor is expected to run UDOIT Advantage and make necessary changes to achieve a minimum overall score of 85.

+

2. Course syllabus and required course materials (textbooks and courseware) will be 100% accessible.

NOTE: 85% is the minimum overall score. But instructors need to know and understand any remaining items that are not accessible and why. Then, fix what you can and plan to address the remaining items. If key learning materials (for example, PowerPoint slides) are not accessible, an 85% overall score makes it a priority to address those items first.

Course Creation - Set yourself up for success

Sample Workflow for Housekeeping and Copying Content

1. **Clean Up Source Course** - Before copying previous content to your new course
 - Run TidyUP to remove unused or outdated content.
 - Run UDOIT Advantage to identify and fix accessibility issues.
 - Run Link Validator to check for broken links.
 2. **Copy Only Needed Content**
 - In the new course shell, use “Import Course Content.”
 - Select “Copy a Canvas Course” and choose “Specific Content.”
 - Import only what you need (modules, assignments, pages, files).
 - **Do not copy** course settings.
 3. **Final Checks in Destination Course** -add new content
 - Run TidyUP and UDOIT Advantage again to catch new issues.
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Additional Reminders and Tips

Helpful Tips

- Avoid PDF where practical
 - Use native format MS Word PowerPoint etc...
 - Copy content into a Canvas page (Tricky content use AI to help)
- Where you are using PDFs, use Adobe Acrobat Pro to make file digitally accessible
- Upload scanned PDF (which is an image) to AI and ask it to extract the content from the image and create a new doc.
- If you are using PDF for articles and sources written by others use the library databases to replace the PDF with a permalink (ask a librarian for help)
- Add file title in document info/properties in Word and Adobe
- AI Tools can help write alt text for images
- Upload complicated image (e.g. Biology or Nursing courses) to AI and ask it to create a description for alt text and/or an alternate format
- Helpful Resources: [VWCC Digital Accessibility Site](#), [VCCS Digital Accessibility site](#)

Help Your Adjuncts

Program Heads: Please share these reminders with your adjuncts

Sandboxes Can Help

You may request additional sandboxes to help clean up your course materials.

Use the QR code below to request additional sandboxes from [OLIT's Team Dynamix Page](#).



We are here to assist you. Ask your colleagues and contact OLIT for additional assistance.