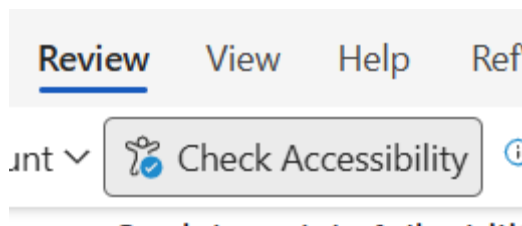


# How to make teaching resources more accessible

UAL uses a social model of disability, where it is considered how the learner is disabled by the environment they are in, rather than if they have a disability. This video is a great intro to the model: <https://www.youtube.com/watch?v=NsEla1wLfmQ>

As part of this model, we try to make all resources as accessible as possible when they are first created. However, you may be notified that a learner taking your class has accessibility needs and this may mean that historical resources also need to be amended.

In most Microsoft programs (Word and PPT) you can check accessibility in the review menu:

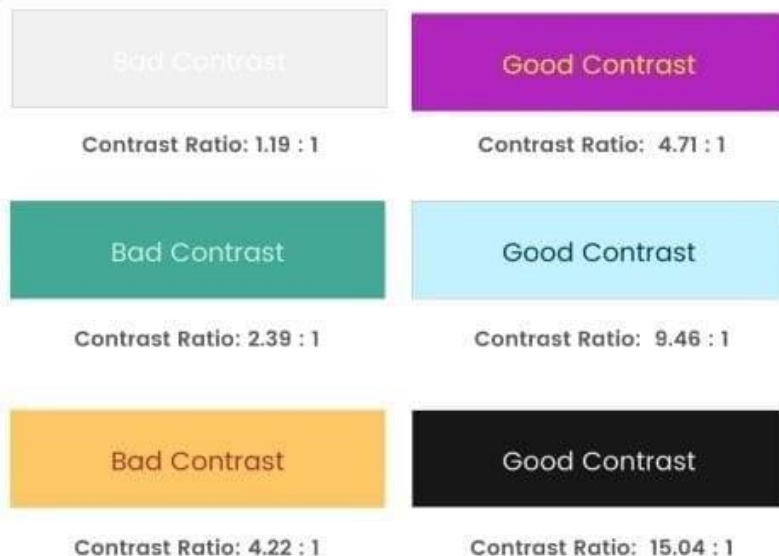


## Easy ways to ensure your resources are accessible:

Choose a sans serif font and at least 10 pt for your text

Left justify the text where possible

Use high contrast text



## **To make resources accessible for a someone using a screen reader**

Use headers and titles. This will enable to screen reader to punctuate the information correctly

Use table headers. If you include a table, make sure the top row is formatted as a table header, so the table information is read out coherently

Use image description. If you include an image, make sure that it has an Alt Text entry describing the image or that it is marked as decorative only

Make sure that any links have descriptive text as the link. Otherwise, the URL will be read out in full

Use line spacing rather than additional lines to separate items in lists. Otherwise, the information will be over punctuated

For much more information on creating accessible resources have a look at the following pages on Canvas:

[The Digital accessibility hub](#)

[Create Accessible digital communications](#)

[Create accessible documents](#)

