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| **Headings and Sub-headings**   * Use Heading tags instead of simple formatting * h3 – Use h3 tags for top level content headings * h4 – Use h4 tags for sub-headings * Try not to use h5 or below – if you need them, consider chunking your content into multiple pages |
| **Images, Maps, and Charts**  *Simple Images*   * Use alt tags if image can be described in less than 140 characters * Alt tags should not begin with “image of” or “graph of” * Decorative images should have a blank alt tag (space)   *Complex Images*   * IDEAL: Describe the image on the page – put in alt tag “IMAGE TITLE. See text above/below for a description. * ALTERNATIVE: Text Version – consult with Learning Designer |
| **Tables**   * Use column or row headers where appropriate * Use captions to display the table title * Use summary to describe the type of information in the table and how the table will be read * Simplify – its better to split complex tables into multiple tables |
| **Video, Audio, & Narrated Screen Captures**   * All video, audio, and narrated screen captures must have closed captions and a transcript. Your Learning Designer can assist with this process |
| **Links**   * As the hyperlink, use a descriptive statement about where you are sending the student * Do not use “click here” or give students the whole URL * Use longer phrases as opposed to one word links |
| **Color**   * Provide alternatives to color discriminators: labels, symbols, line shapes, textures, etc. |
| **Equations**   * Use MathML for all math equations |
| **Syllabus**   * Every syllabus must include the “Accommodations for Students with Disabilities” policy statement. You can find the statement on the “Syllabus Requirements for EMS Courses” website (http://facdev.e-education.psu.edu/onlinesyllabus#Required\_Policy) |