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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)
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