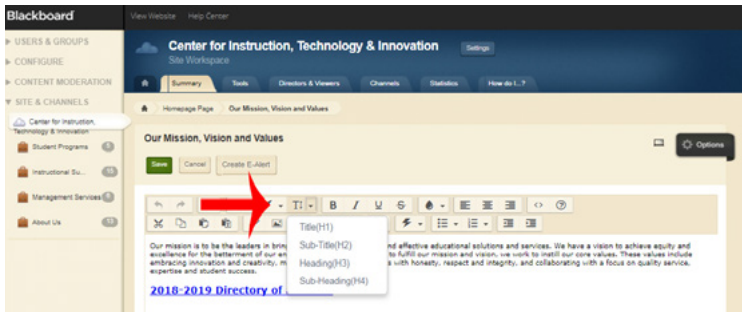# CiTi BOCES
Blackboard Website
Compliance Tips

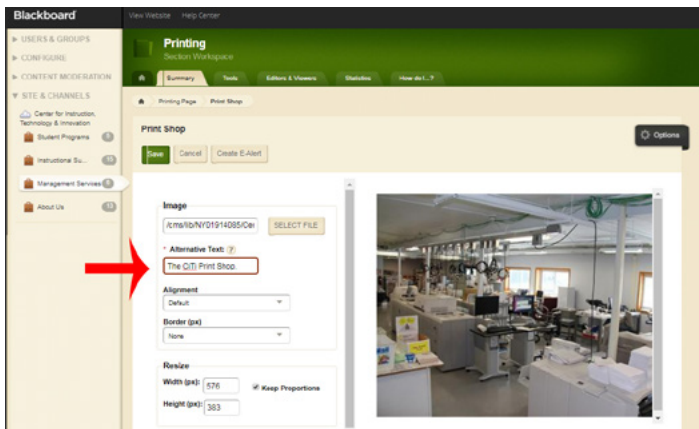## Why Does Accessibility Matter?

One billion people in the world have a disability. Making a website accessible ensures that all users have equal access to information, content and functionality.

Heading Structure

Blackboard has built-in heading structures on the website that should be utilized in order of hierarchy, instead of custom-made headings **(H1, H2, H3, H4).**

All Images Must Have Alternative Text

Each image on the website must have a brief **alternative text (alt. text)** that can be read by assistive technology, like screen readers, describing what is happening in the image and any text that is in the image.
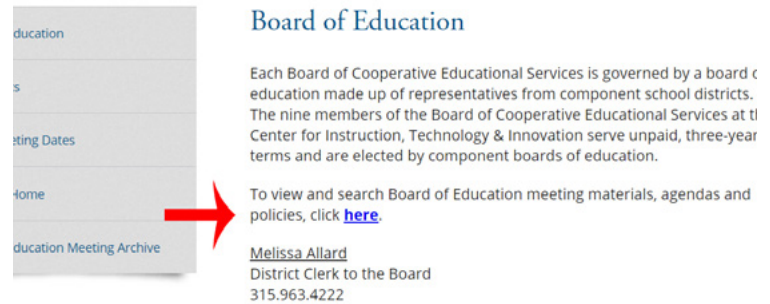
Color Contrast

Low contrast makes it difficult for screen readers and anyone to read text. For example, orange text on a red background. Best practice is black text on a white background.

No More "Click Here"

Links should highlight a descriptive title of the link, not general **"click here"** or **"for more information"** statements. In addition, bold or italic text should be used to stress importance verses underlining, as screen readers often identify underlining with links.

Incorrect: *To view and search Board of Education meeting materials, agendas and policies, click here.*

Correct: *"View and search Board of Education meeting materials, agendas and policies."*

Videos posted or embedded on the site need to have closed captioning options for screen readers.

YouTube offers closed captioning services to videos uploaded, but the captioning is not perfect, so it is always recommended to check and make adjustments.
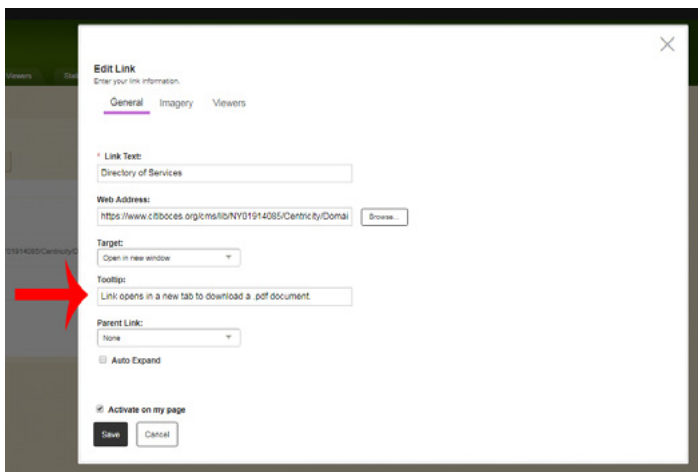
Notice

The information in this flier is for informational purposes only; it is not intended to constitute legal advice and you should consult with your own attorney when developing your online accessibility program and policy.
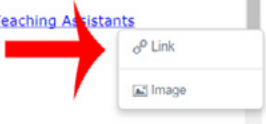
Tooltips for Links

Links that open in a new tab or to an external website can be disorienting for a person using a screen reader, as they have no indication that the link has taken them outside of your site. Brief text needs to be entered as a tooltip, such as ***"Link opens in a new tab to download a .pdf document"*** or ***"Link opens in a new tab to an external website."*** If you are using the Blackboard Site Shortcuts App, this is found under "Edit Link."

If you are using the Blackboard Content App, you have to left click and press "link."

Making Documents Accessible

Documents posted to the website need to be readable with a clear structure based on styling elements or tags that provide a hierarchy of information.

Read Blackboard's resource on how to Format Accessible Documents. Use **Adobe Acrobat Pro** to check accessibility of PDFs.

Use of Language

Keep sentences brief and simple for all readers, shooting for a readability level of grade eight or lower.

Tables

Lists are more preferable than tables in terms of accessibility; tables can also break or be misrepresented on mobile devices.

If you must use a table, be sure that it is to represent data and not for formatting purposes.

Blackboard apps like the **Minibase** and **Table App** are preferable over custom tables.

More Information

Visit Blackboard's Accessibility Resource Center for more information: **blackboard.com/accessibility**