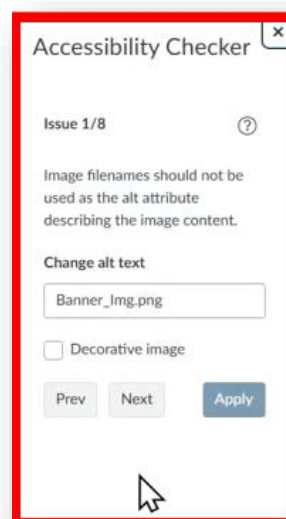
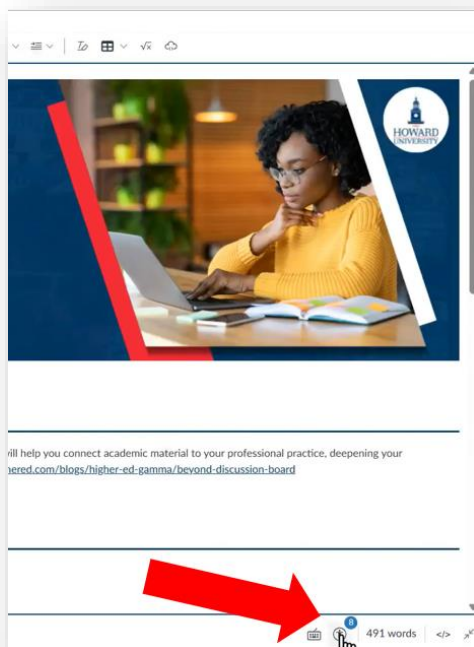


Using the Canvas Accessibility Checker

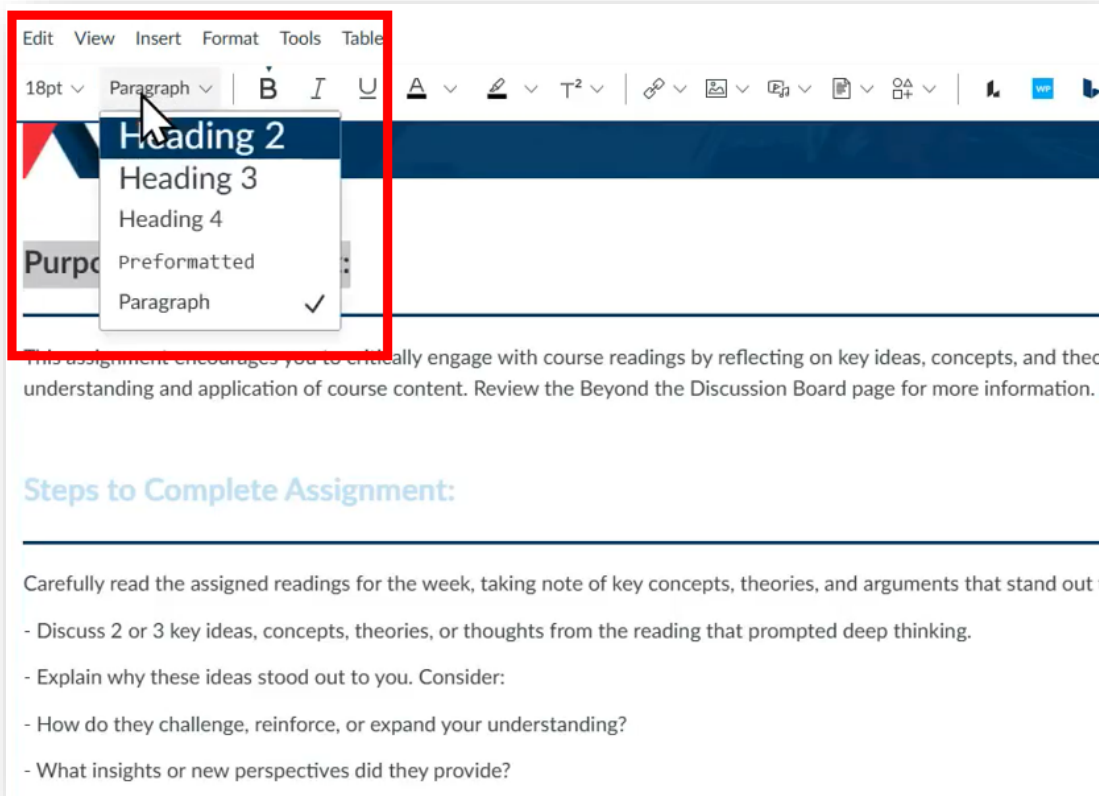
Accessibility Checker in the Rich Content Editor

1. Open the Canvas page and select the *Edit* button to open the Rich Content Editor.
2. In Edit mode, scroll to the bottom right corner of the editor. Select the *Accessibility Checker*, shown below.
3. Refer to the panel on the right side of the screen, shown to the right, to preview each issue the Accessibility Checker has identified.
 - a. Important: there are some page components that will not be identified by the Accessibility Checker and must be resolved manually. Refer to “Hyperlinks” and “Important Notes” sections of this guide.



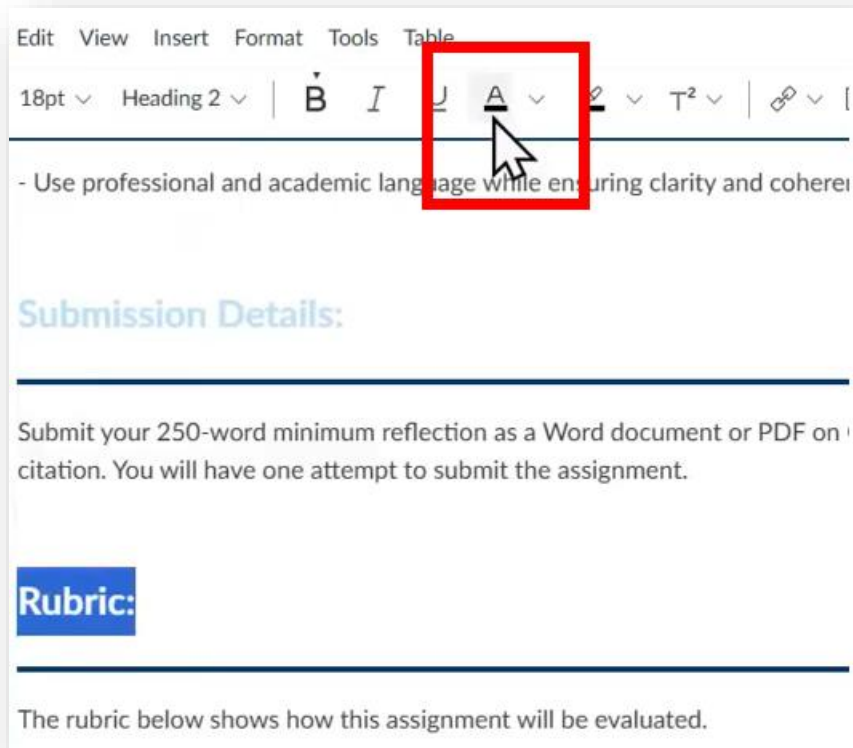
Heading Structure

1. Section headings should be formatted using the Heading levels.
2. Highlight the text you wish to use as the section heading.
3. With that text highlighted, select the formatting drop down menu, demonstrated below.
4. Select *Heading 2* for the heading text. Repeat and apply to all section headings.
 - a. If you have a sub-point beneath any of the sections, apply *Heading 3* to maintain a logical structure.



Color Contrast

1. Select the text that does not meet contrast guidelines.
2. Select the *Text Color* box on the toolbar
3. Apply a high contrast color, such as black text on a white background or white text on a dark blue background.



Edit View Insert Format Tools Table

18pt ▾ Heading 2 ▾ | **B** *I* U **A** ▾  ▾ T² ▾ |  ▾ [

- Use professional and academic language while ensuring clarity and coherence

Submission Details:

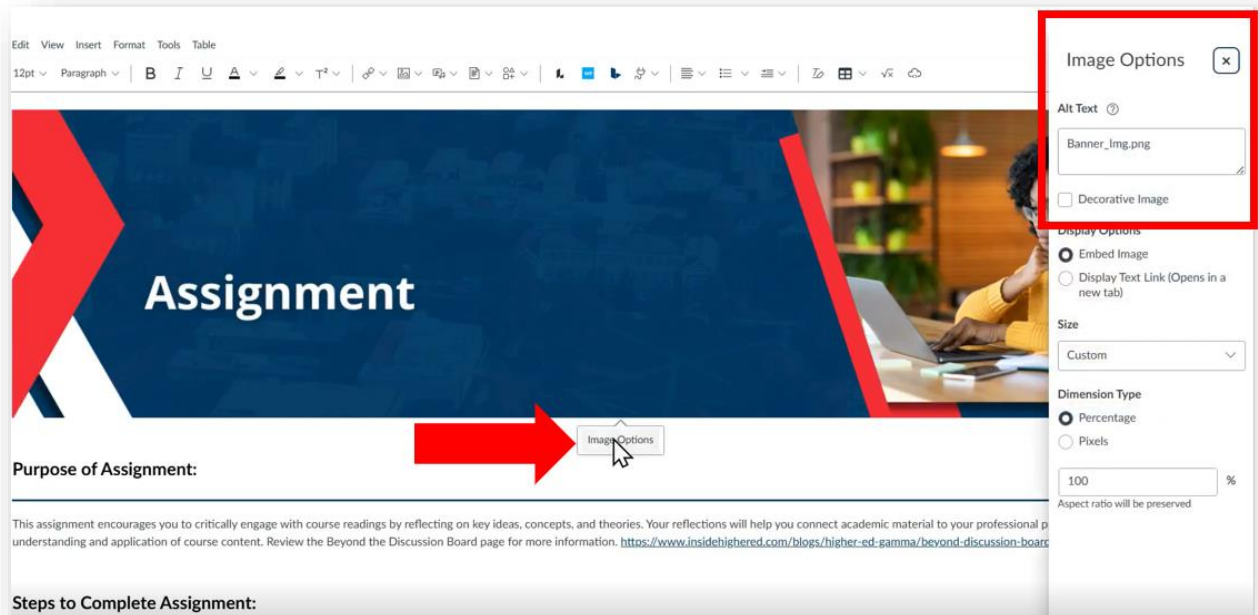
Submit your 250-word minimum reflection as a Word document or PDF on citation. You will have one attempt to submit the assignment.

Rubric:

The rubric below shows how this assignment will be evaluated.

Alternative Text for Images

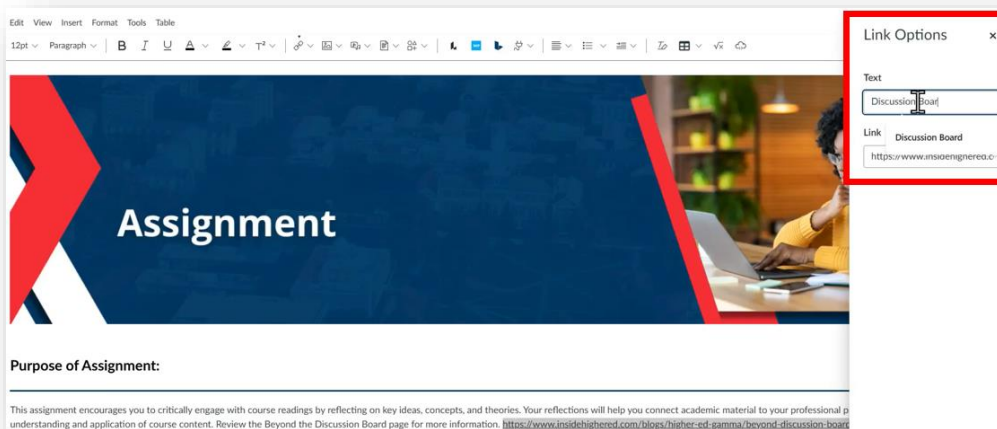
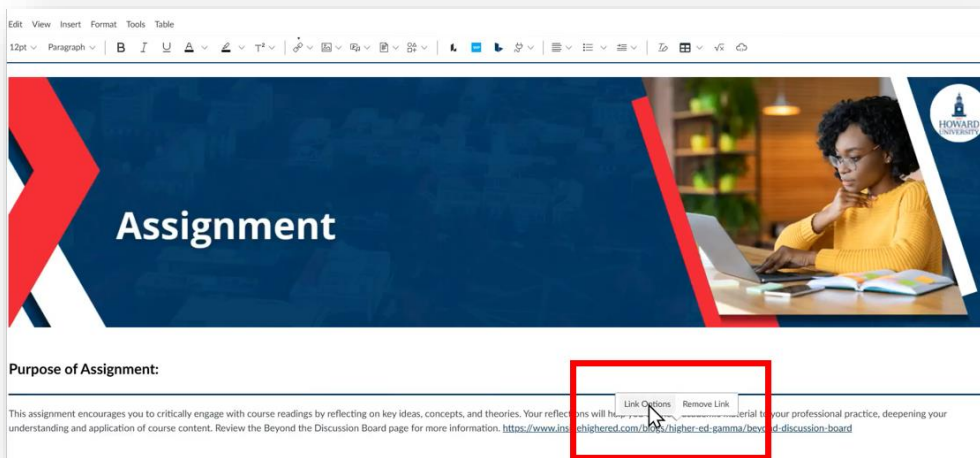
1. Select the image and click *Image Options* to open a panel on the right of your screen.
2. In the *Alt Text* box, enter a brief description of the image. Providing Alt Text allows students using screen readers to understand what the image represents in context.
 - a. Note: the image file name is not a valid description and will be flagged by the accessibility checker
3. If the image is decorative (e.g., banner image, university logo), check the *Decorative Image* box so that the image will be ignored by a screen reader.



The screenshot shows a document editor interface. At the top, there is a menu bar with 'Edit', 'View', 'Insert', 'Format', 'Tools', and 'Table'. Below the menu bar is a toolbar with various icons. The main content area features a large banner image with the word 'Assignment' in white text on a dark blue background. A red arrow points to the 'Image Options' button located below the banner image. The 'Image Options' panel is open on the right side of the screen. It has a title 'Image Options' with a close button (X). Below the title is the 'Alt Text' section, which includes a text box containing 'Banner_img.png' and a checkbox labeled 'Decorative Image'. Below the 'Alt Text' section is the 'Display Options' section, which includes a radio button for 'Embed Image' (selected) and a radio button for 'Display Text Link (Opens in a new tab)'. Below the 'Display Options' section is the 'Size' section, which includes a dropdown menu set to 'Custom'. Below the 'Size' section is the 'Dimension Type' section, which includes a radio button for 'Percentage' (selected) and a radio button for 'Pixels'. Below the 'Dimension Type' section is a text box containing '100' and a percentage sign (%). Below the text box is the text 'Aspect ratio will be preserved'.

Hyperlinks

1. Select the text you wish to embed the link.
2. Select the *Links* button on the tool bar to open the *Link Options* panel.
3. Copy and paste the URL into the *Link* text box.
 - a. Note: ensure the descriptive text in the “Text” box is brief and clear.
4. Click *Done* at the bottom of the panel.
 - a. Note: test the link before publishing the course page



Manual List Formatting

1. Select the text that you wish to organize as a list.
2. Select the down arrow on the *Ordered and Unordered Lists* toolbar icon
3. From the drop-down menu, select your desired list type (e.g., bullets, numbers, letters)

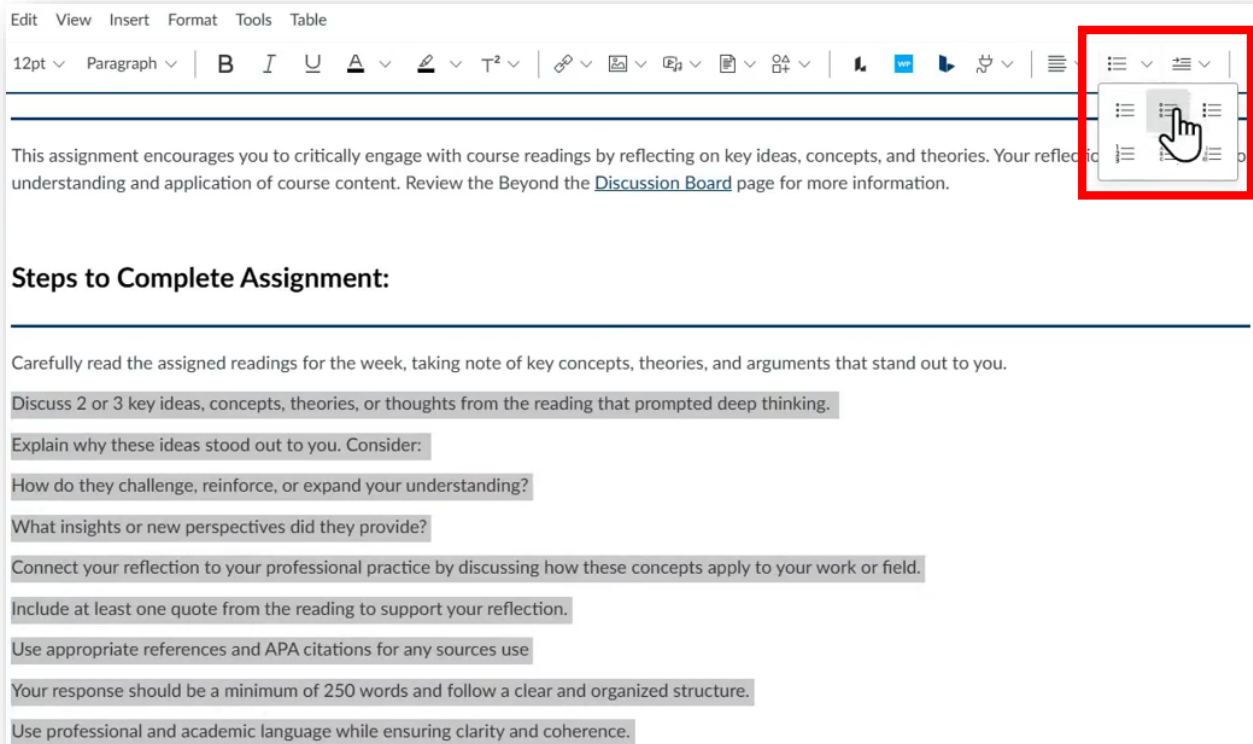
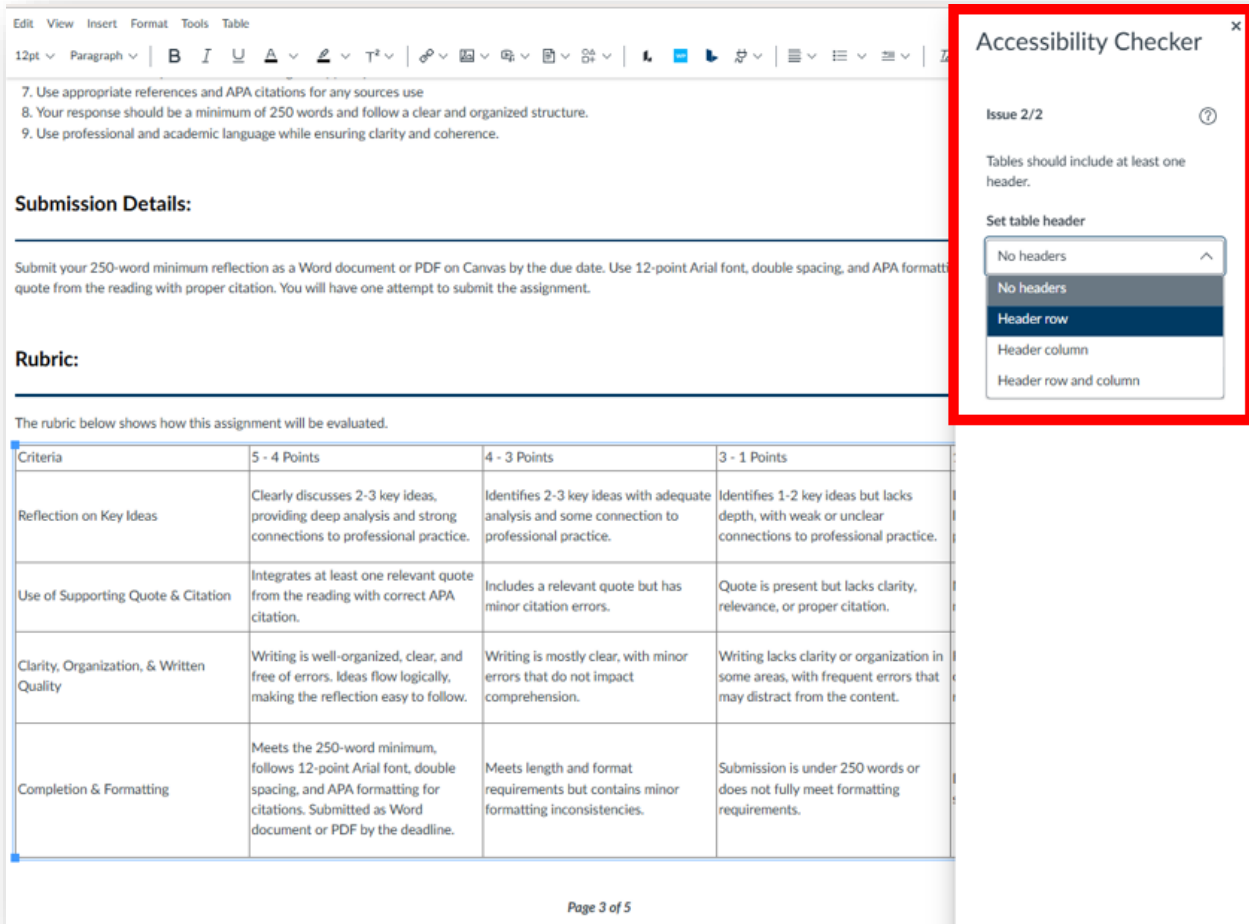


Table Formatting

1. Insert by clicking *Insert > Table*. Use the grid to select the number of rows and columns, then click to insert the table.
2. Enter your data to the table
3. Once you have entered your data, select the *Accessibility Checker* button at the bottom right of the Rich Content Editor.
4. In the Accessibility Checker panel, select the drop-down underneath *Set table header* and select *Header row*. Finally, click apply.
 - a. Note: Screen readers cannot interpret tables without the proper structure. Table headers provide direction and overview of the content.



The screenshot shows a Rich Content Editor interface with a table of submission details and a rubric. An Accessibility Checker panel is open on the right, highlighting the 'Set table header' dropdown menu. The dropdown menu is open, showing options: 'No headers', 'Header row' (selected), 'Header column', and 'Header row and column'.

Submission Details:

Submit your 250-word minimum reflection as a Word document or PDF on Canvas by the due date. Use 12-point Arial font, double spacing, and APA format. Quote from the reading with proper citation. You will have one attempt to submit the assignment.

Rubric:

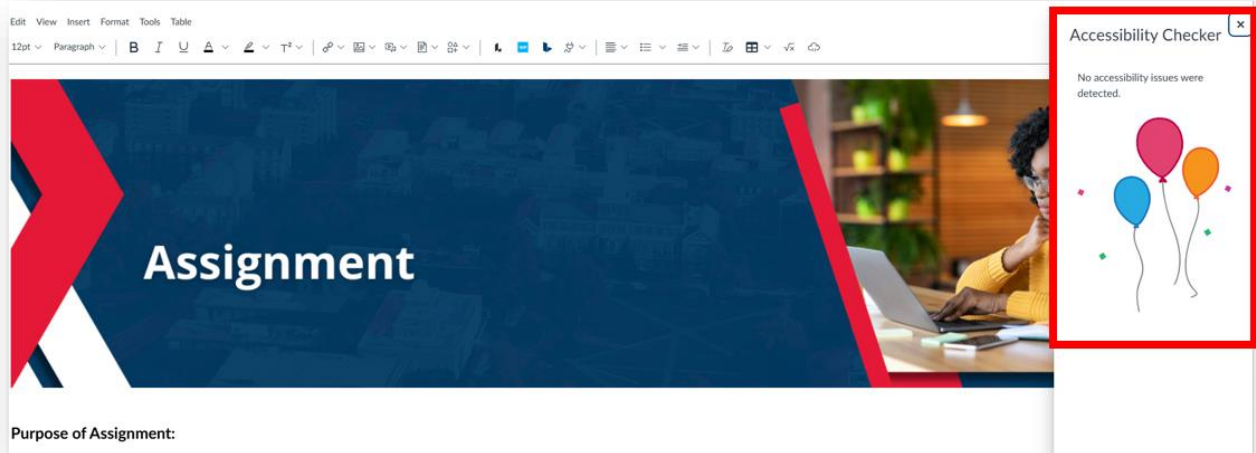
The rubric below shows how this assignment will be evaluated.

Criteria	5 - 4 Points	4 - 3 Points	3 - 1 Points
Reflection on Key Ideas	Clearly discusses 2-3 key ideas, providing deep analysis and strong connections to professional practice.	Identifies 2-3 key ideas with adequate analysis and some connection to professional practice.	Identifies 1-2 key ideas but lacks depth, with weak or unclear connections to professional practice.
Use of Supporting Quote & Citation	Integrates at least one relevant quote from the reading with correct APA citation.	Includes a relevant quote but has minor citation errors.	Quote is present but lacks clarity, relevance, or proper citation.
Clarity, Organization, & Written Quality	Writing is well-organized, clear, and free of errors. Ideas flow logically, making the reflection easy to follow.	Writing is mostly clear, with minor errors that do not impact comprehension.	Writing lacks clarity or organization in some areas, with frequent errors that may distract from the content.
Completion & Formatting	Meets the 250-word minimum, follows 12-point Arial font, double spacing, and APA formatting for citations. Submitted as Word document or PDF by the deadline.	Meets length and format requirements but contains minor formatting inconsistencies.	Submission is under 250 words or does not fully meet formatting requirements.

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A Final Check

1. Before saving the page, select the *Accessibility Checker* button and reveal the panel to confirm no accessibility issues remain.
2. Save or publish this page.



Important Notes

- The Accessibility Checker only evaluates content within the Rich Content Editor.
- It does not scan uploaded documents, such as PDFs or Word files.
- It does not detect missing video captions or vague hyperlink text—those must be reviewed manually.