

# Incorporating Accessibility and Usability When Using LMS and CMS Systems

O A C

Online Accessibility  
Committee

## Images

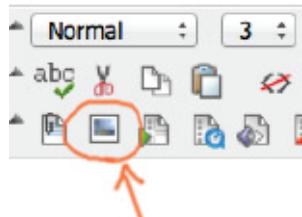
Images can add visual interest and illustrate complex ideas but, with overuse, **can cause major accessibility issues** for users with disabilities. Too many images, or images that are too large, also add significantly to download time in the user's browser.

### Things To Consider

- Is the image **necessary**?
- Does it **distract** from other content?
- Does it **fit well** with other graphic elements

## ALT Text

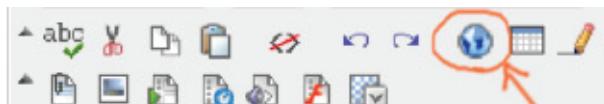
ALT text, or alternative text, **should be added to every image** and should convey the function of the image in terms of the whole page. Alt text makes your content understandable to the assistive technology used by blind users.



Add ALT text after the image is selected.

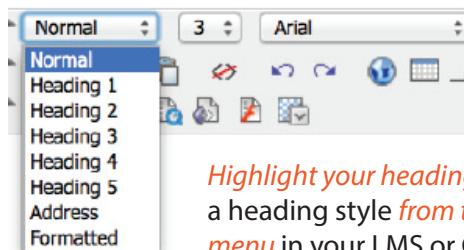
## Hyperlinks

Links within the text should always be intuitive.  
**Bad Practice:** "For the course syllabus, [click here.](#)"  
**Good Practice:** "[Course Syllabus.](#)"



## Headings

Headings **structure the page** visually and also create a **hierarchy** for the content on your page making it far more accessible to a variety of users.



Highlight your heading and choose a heading style from the drop down menu in your LMS or CMS.

## Using Size and Color

### Text Size

**Bad Practice:** Enlarging text to look like a heading.

### Text Color

Apply color to text sparingly and never as the sole means of conveying information. Make sure there is sufficient contrast between the text and background.

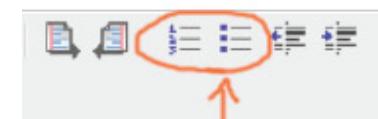
## Uploading Video and Audio

Videos can engage students but they can also put up barriers to accessibility. **Begin with a script.** A script can be read by screen readers and can also be used to create captions for the video with audio.



## Do's...

- Use **sans serif fonts**. They are the easiest to read on a computer screen
- Include **text files or scripts** along with audio and video files.
- Use **ALT text** for images.
- Use **lists**, either numbered/ ordered or unordered.



- **Left-align text.** Right and center aligned text slows the reader down.
- Use quotations marks, bold text or italics **to denote a title** instead of underlining.
- **Highlight text sparingly.**

## ...And Don'ts

- Don't rely on **color** alone to convey information. Make sure you use another visual indicator for students who cannot see color.
- Don't underline titles since this commonly indicates a hyperlink. **Use italics** instead.
- Don't use the **indent button** unless it is for a block quote.
- **Don't overuse italics.** Large blocks of italicized text is harder to read.