

ACCESSIBILITY IN CANVAS

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General Accessibility

Canvas Accessibility (Vendor Guides)

 Below are the vendor guides for Accessibility.

Vendor Guides

- [Accessibility within Canvas](#).

 For more information about Yale's accessibility guidelines, please visit the [Usability & Web Accessibility](#) page, or contact accessibility@yale.edu. For general help, please contact canvas@yale.edu.

General Accessibility Guidelines

The following article describes the general guidelines for creating accessible content within your Canvas site. If you would like further assistance, please see the [Canvas \(Vendor\) General Accessibility Guidelines](#) or contact canvas@yale.edu. For more information about Yale's accessibility guidelines, please visit the [Usability & Web Accessibility](#) page, or contact accessibility@yale.edu.

Layout & Design

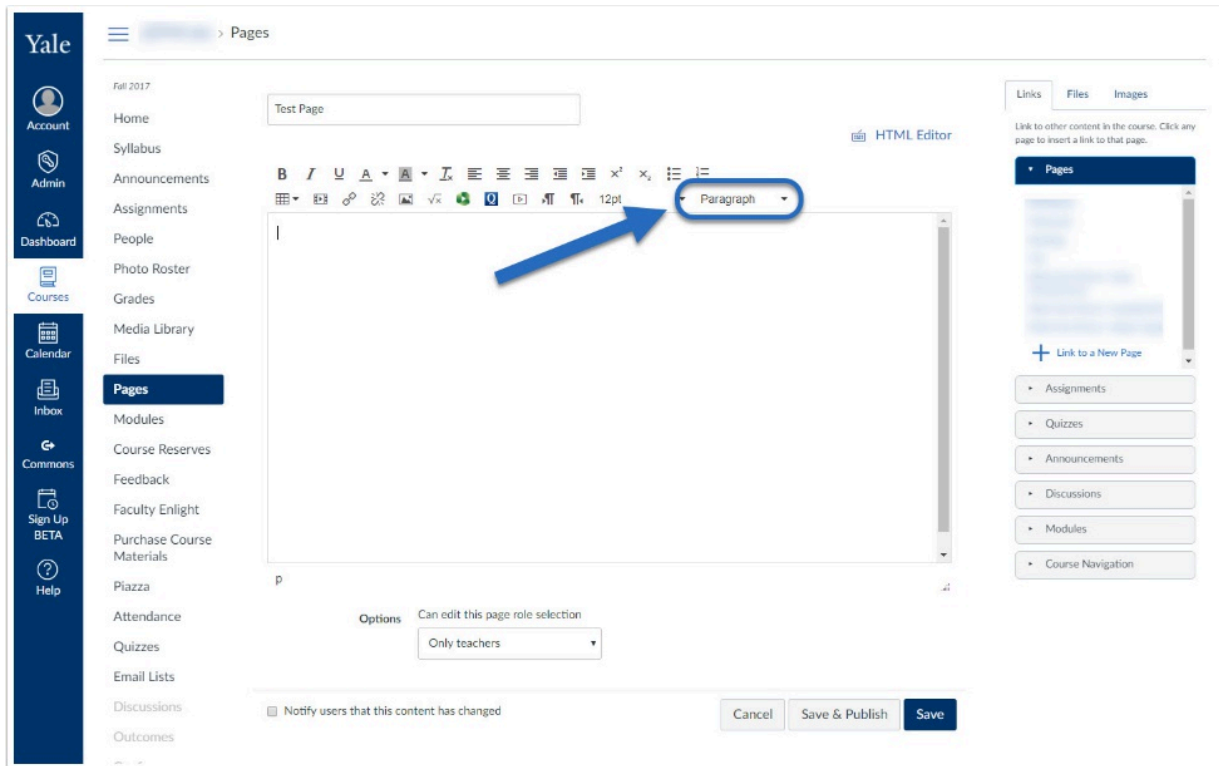
The layout of a page should be clean, clear, and uncluttered. Also, navigation should be consistent throughout the course. Finally, when designing a page, avoid using tables for layout since most screen readers cannot read the content within the table. Please see this help article for more information: [Creating Accessible Tables in the Rich Content Editor](#).

Headings

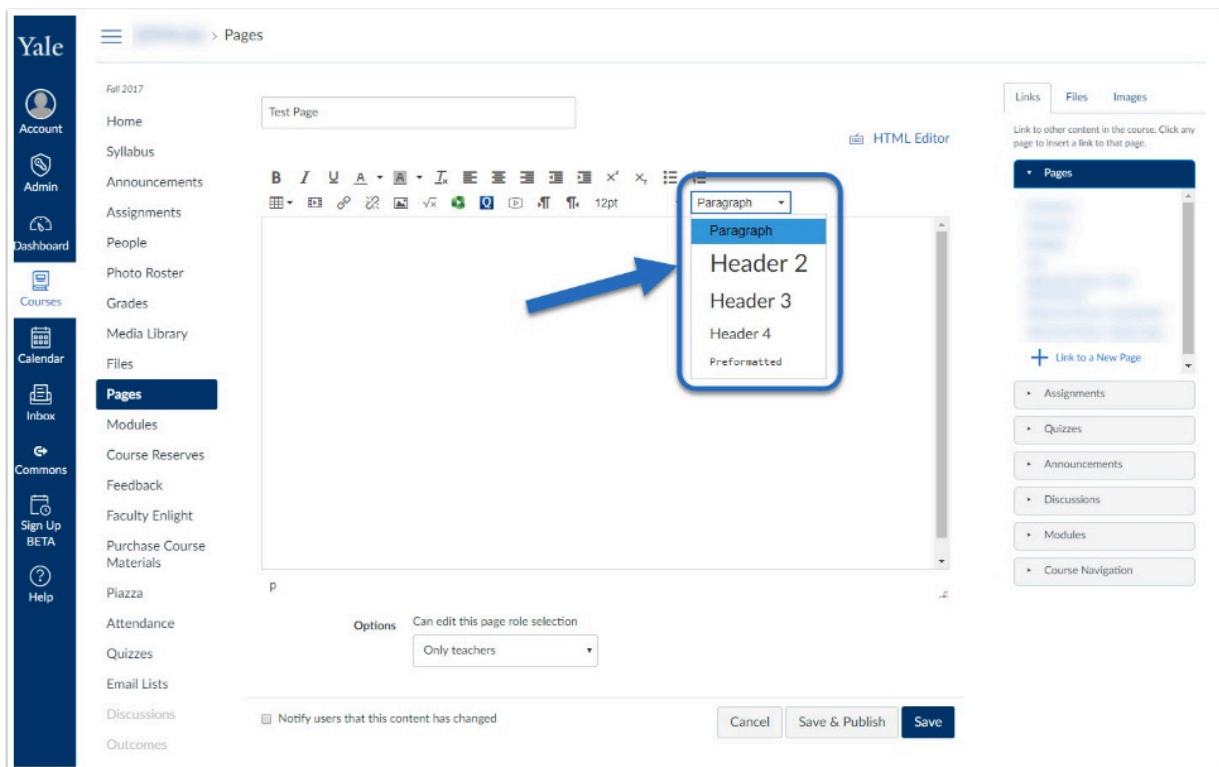
Headings within a course should always include descriptive subheadings to allow a quick scan of content for both sighted and non-sighted students. Also, headings should use the H1 format:

1. Open rich content editor (i.e. within Syllabus page, Content Page, Announcement, etc.)

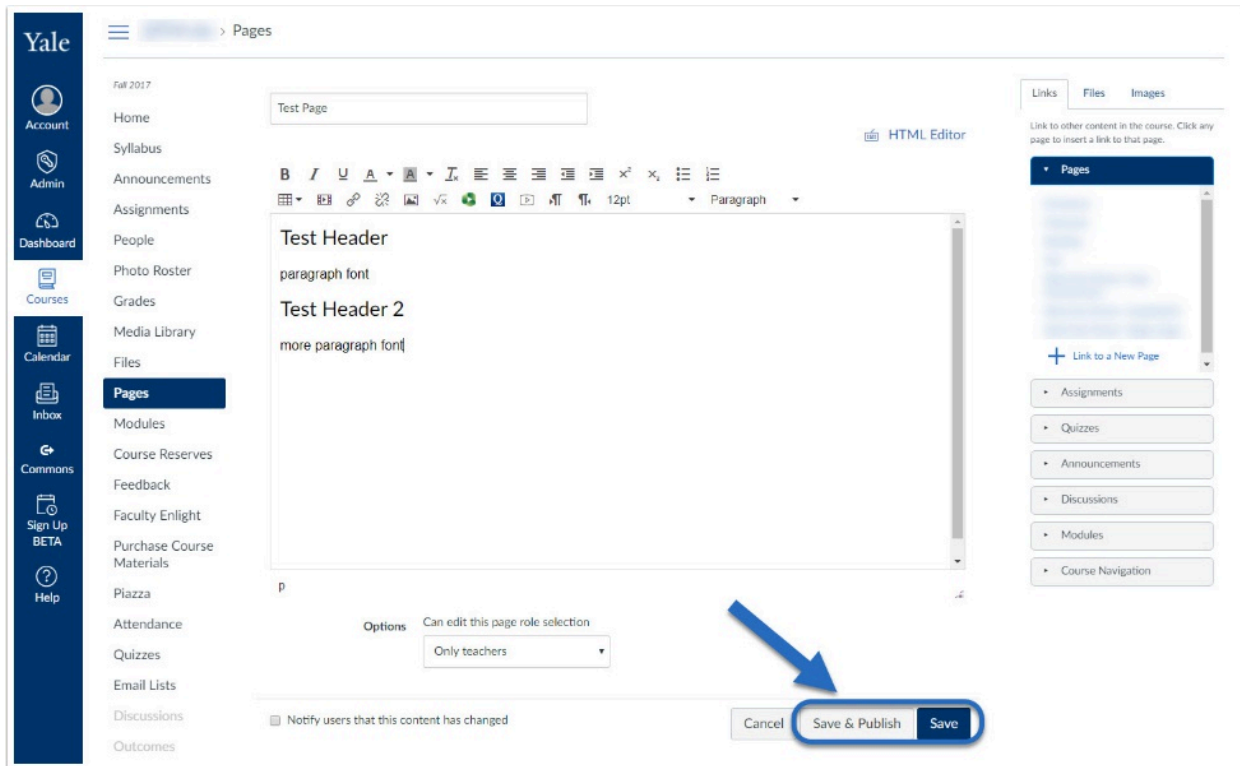
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Click on “Paragraph” to select the type of header you would like to use.



Click on “Save” to save a draft or “Save & Publish” to make it available to students.



Hyperlinks

💡 Instead of copying/pasting the URL link within a page, attach the link to words that describe where the link goes. This will help all students, not just those who use screen readers, understand where the link will take them.

To add a file from Files area:

1. Highlight the words that you would like to be linked
2. Click on the File. You will see the highlighted portion blink yellow to signify it has been linked.
3. Click "Save".

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Yale

Pages > Readings

Readings

HTML Editor

1

2

3

Options Can edit this page role selection

Anyone

Notify users that this content has changed

Cancel Save

To add a link from a website:

1. Highlight the words that you would like to be linked.
2. Click on the link icon.

Yale

Pages > Readings

Readings

HTML Editor

1

2

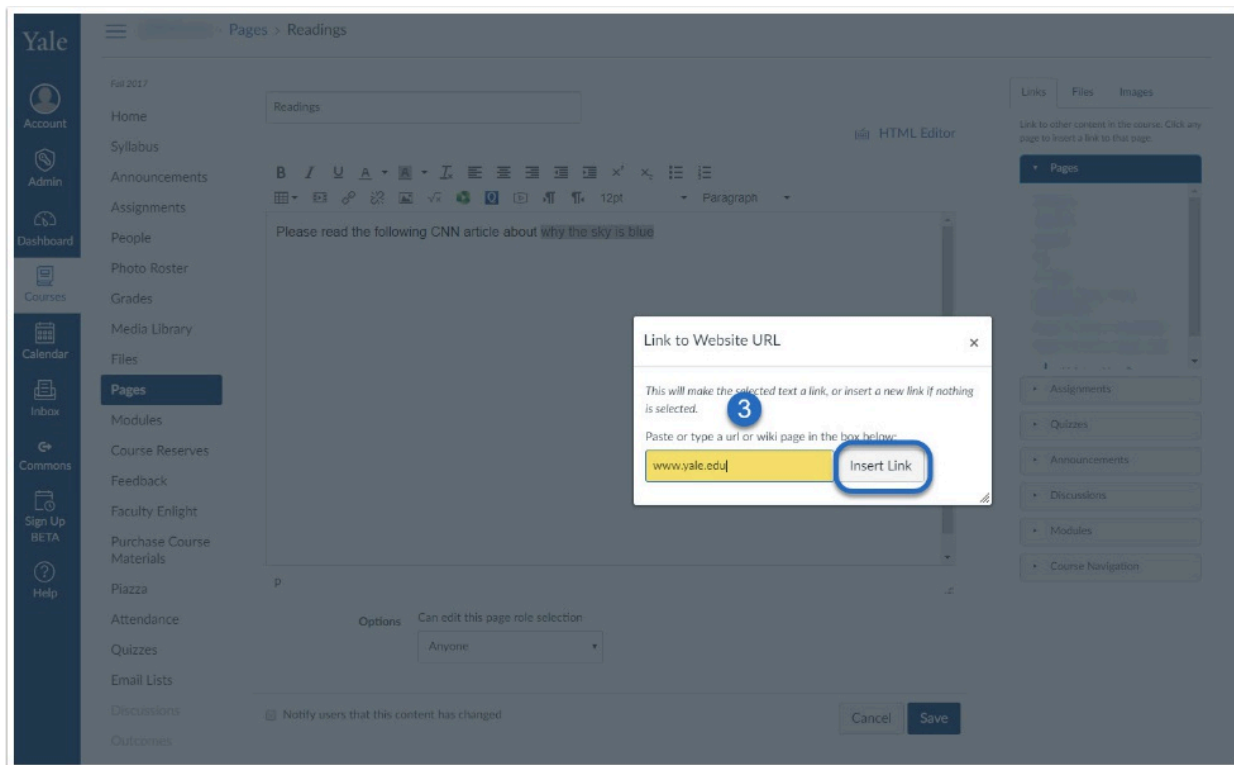
Options Can edit this page role selection

Anyone

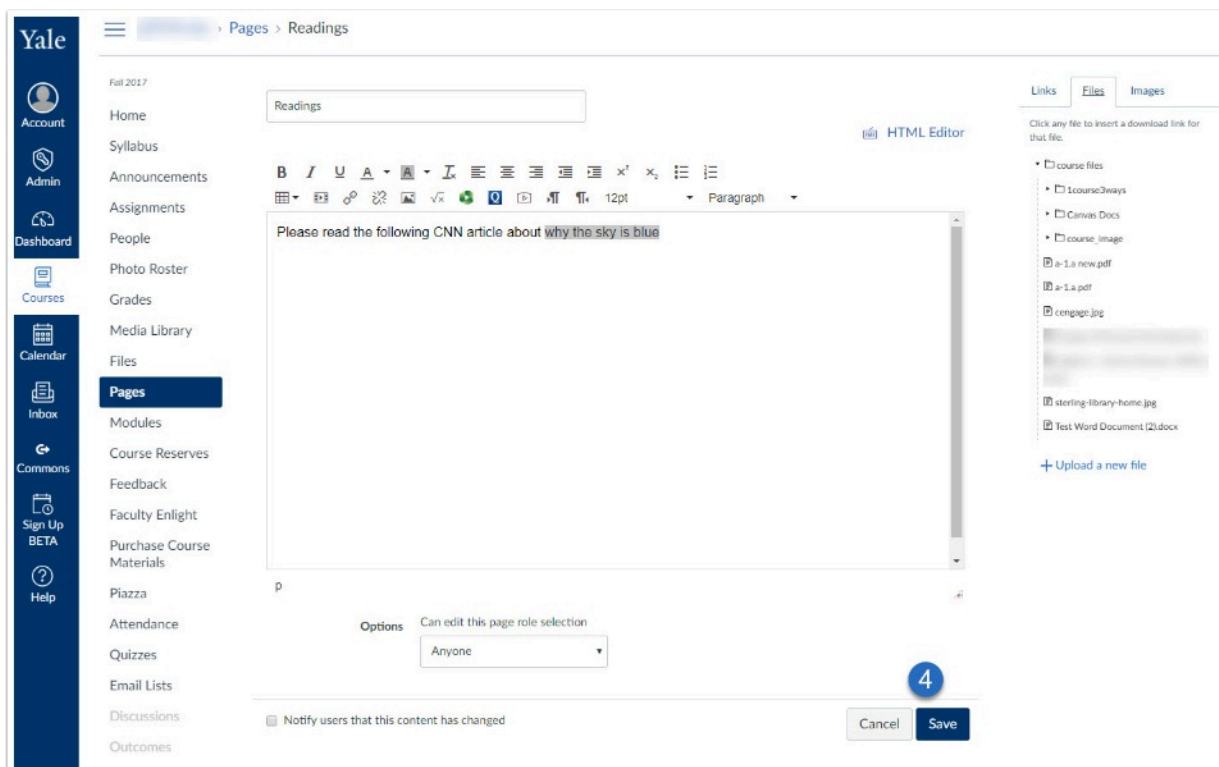
Notify users that this content has changed

Cancel Save

3. Type in or copy/paste URL from website. Click “Insert Link”.



4. Click “Save”



Images

When uploading images to page, the use of Alternative Text (alt-text) allows screen readers to inform the student what the picture is. To add alt-text to pictures within Canvas, please see this help document: [How do I embed images in the Rich Content Editor?](#)

Videos

Videos within Canvas should always have the option for closed captioning. If using external videos, such as YouTube, check with the video provider for CC options. For videos within Media Library, contact medialibrary@yale.edu to discuss the options available.

For more captioning options, the Digital Accessibility Team has [captioning information and tutorials](#) available, as well.

Content Formatting

Students can view text contrast when formatting with bolds & italics. Avoid using underlining unless it is an URL link. When using color text, you want to ensure adequate color contrast & use accessibility friendly colors. Avoid bright colors, such as yellow, pale green, pink, and orange. In order to determine if your font color is accessible, please use the [ColorSafe](#) website.

[WCAG Guidelines](#) recommend contrast ratio of 4.5:1 for small text or 3:1 for large text which is 18px or 14px bold.

Blackboard Ally

Yale's Poorvu Center for Teaching and Learning has integrated Blackboard Ally in Canvas @ Yale. Ally provides more accessible formats of content shared through Canvas. To learn how to obtain accessible content within Canvas, please see help documentation: [Alternative accessible formats of content in Canvas](#)

💡 For more information about Yale's accessibility guidelines, please contact accessibility@yale.edu. For general help, please contact canvas@yale.edu.

Alternative formats of content in Canvas

Yale's Poorvu Center for Teaching and Learning has integrated [Blackboard Ally](#) in Canvas @ Yale. Ally provides more accessible formats of content shared through Canvas. To learn how to obtain alternative formats within Canvas, please see our help documentation: [Ally for More Accessible Content](#)

💡 For more information regarding the digital content available in Canvas, please see the [vendor guides](#) relating to:

- [Students](#)
- [Instructors](#)
- [Administrators](#)

Accessible Versions throughout Canvas

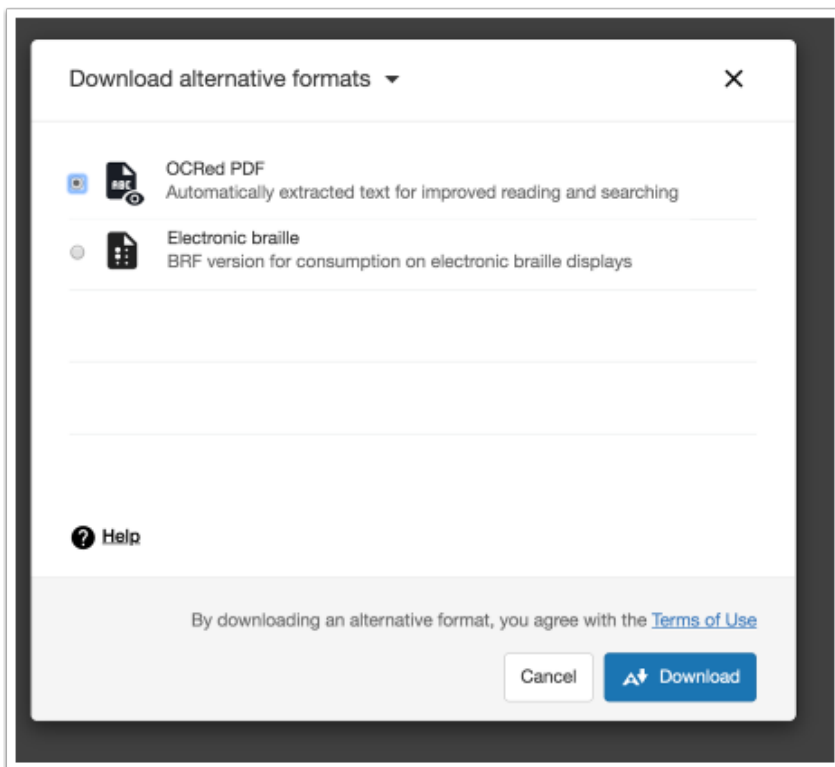
- [Syllabus](#)
- [Files](#)
- [Announcements](#)
- [Assignments](#)
- [Modules](#)
- [Discussions](#)
- [Content pages](#)

Throughout the course site, students and faculty will notice a small down arrow next to content linked to from various tools in Canvas.

Clicking on this down arrow will surface a pull down menu inviting participants to download the original file uploaded by the instructor, or to choose from one of several alternative formats for download.



Alternative formats of content are generated on demand, and downloaded to your local computer.





Accessing alternative formats in the Syllabus

If an instructor has chosen to link to a downloadable version of the syllabus, alternative formats of the file will be available through the drop down menu.

ux101 > Syllabus

[Testing](#)
[Home](#)
[Announcements](#)
[Assignments](#)
[Discussions](#)
[People](#)
[Pages](#)
[Files](#)
[Syllabus](#)

UX 101

[Syllabus template doc](#)  

[Jump to Today](#)
[Edit](#)

[View Course Stream](#)
[View Course Analytics](#)

< August 2019 >

28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7





Course assignments are not

Accessing alternative formats of content in Files

When accessing content through the Files tool in Canvas, hover over the file row to the far right, and a drop down menu will appear. When available, the Alternative Formats menu will be presented.

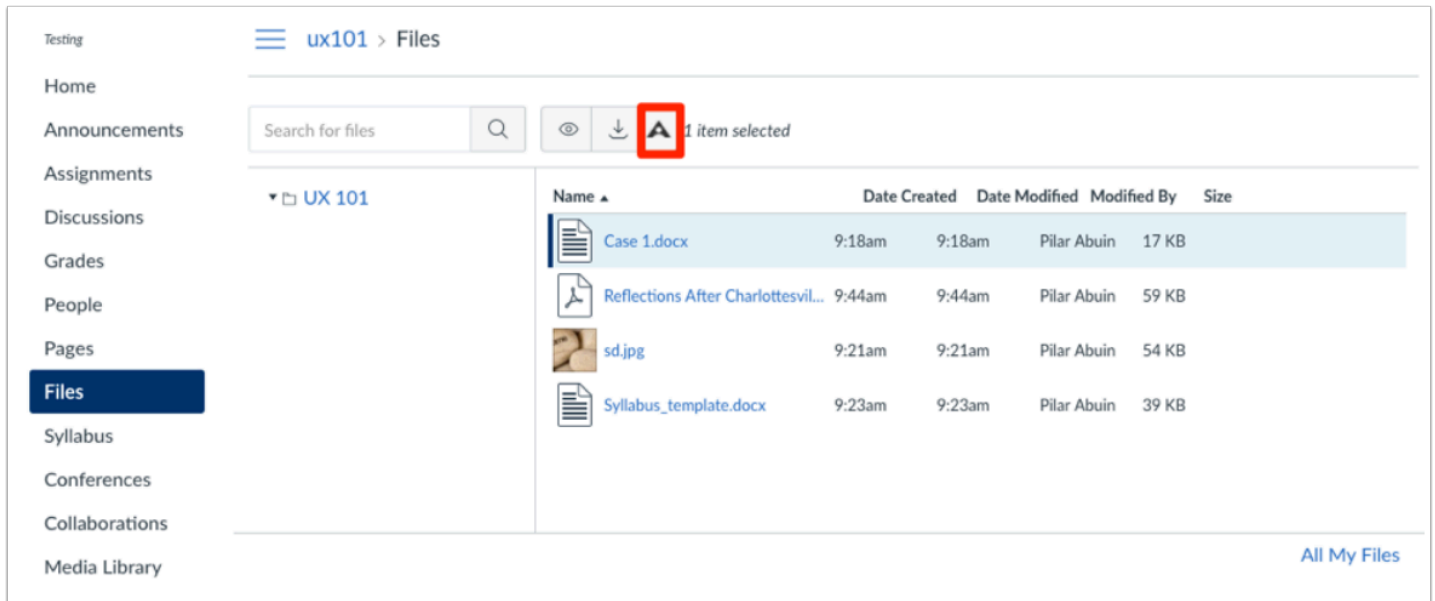
ux101 > Files

0 items selected
+ Folder
Upload

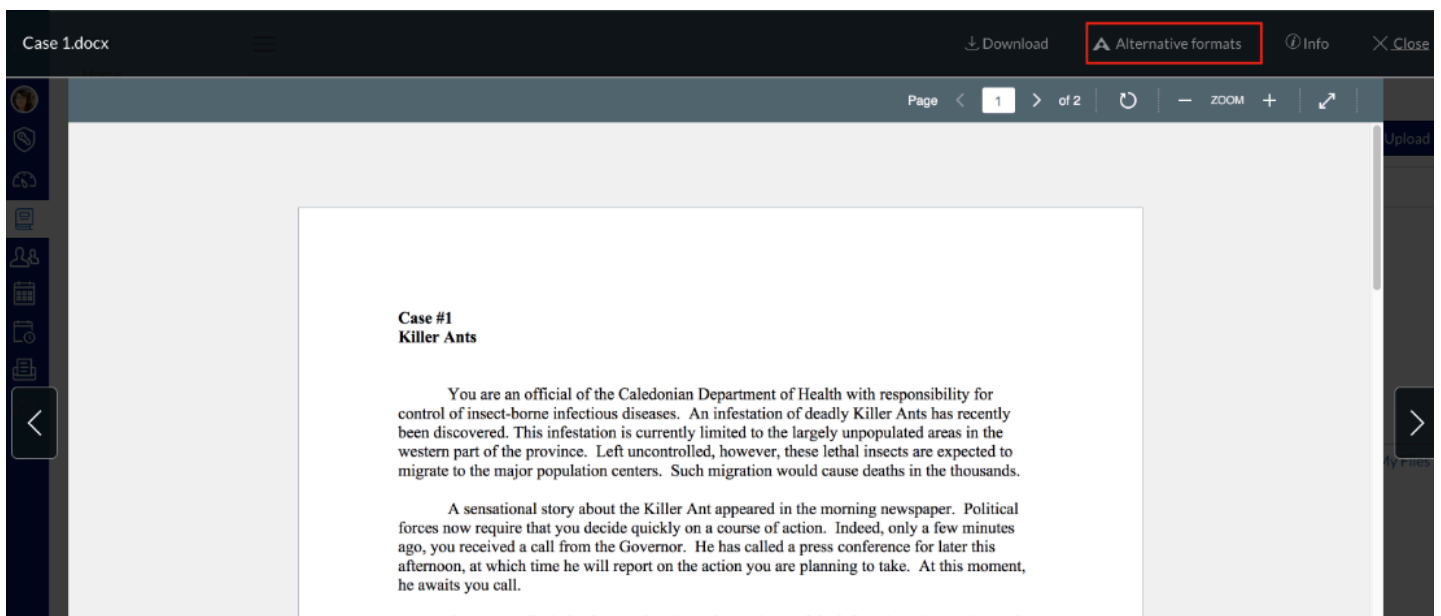
Name	Date Created	Date Modified	Modified By	Size
 Case 1.docx	Aug 24, 2017	Aug 24, 2017	Pilar Abuin	17 KB
 Reflections After Charlottesville_ Office of the ...	Aug 24, 2017	Aug 24, 2017	Pilar Abuin	59 KB
 sd.jpg	Aug 24, 2017	Aug 24, 2017	Pilar Abuin	54 KB
 Syllabus_template.docx	Aug 24, 2017	Aug 24, 2017	Pilar Abuin	39 KB

Download
Alternative formats

There are other paths to alternative formats. When a file is selected in the Files tool, a small A-shaped icon appears towards the top of the list of files. This only appears when one file is selected.



Alternatively, if you click on a file to view it in preview mode, alternative formats are made available through a button on the top of the screen.



Accessing alternative formats of content in Announcements

When content is shared directly from within an Announcement posted in a Canvas site, alternative formats of that piece of content will be found where that file is linked.

ux101 > Announcements > Welcome and Discussion Topic

Testing

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Modules

Conferences

Welcome and Discussion Topic

All Sections

Welcome to the class. Please read the following [Note from Woodbridge Hall](#), and join the discussion thread below.

[Reflections](#)

This announcement is closed for comments

Search entries or author

Unread

Preview

Download

Alternative formats

Accessing alternative versions in Assignments

Content shared in an assignment by the instructor will have alternative formats made available through the linked file drop down menu, but student submissions will NOT be scanned by Ally and will not have alternative formats made available to the faculty member or to peers during a peer review.

ux101 > Assignments > Week One Assignment

Testing

Home

Announcements

Assignments

Discussions

People

Pages

Files

Syllabus

Outcomes

Quizzes

Week One Assignment

Published

Edit

Please read the following [Case Study](#) by Friday.

Preview

Download

Alternative formats

Points 0

Submitting Nothing

Accessing alternative formats of Files in Modules

When a file is linked to directly from within a Module as shown here:

ux101 > Modules

Testing

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Modules

Conferences

Collaborations

Media Library

Export Course Content

▼ Week One

Week One Assignment
Sep 1 | 0 pts

Case 1.docx

The alternative formats of the content are found within the top portion of the window after you've opened it to view.

ux101 > Files > Case 1.docx

Testing

Home

Announcements

Assignments

Discussions

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Conferences

Collaborations

Media Library

Settings

Case 1.docx

Download Case 1.docx (16.2 KB) | Alternative formats

Page 1 of 2

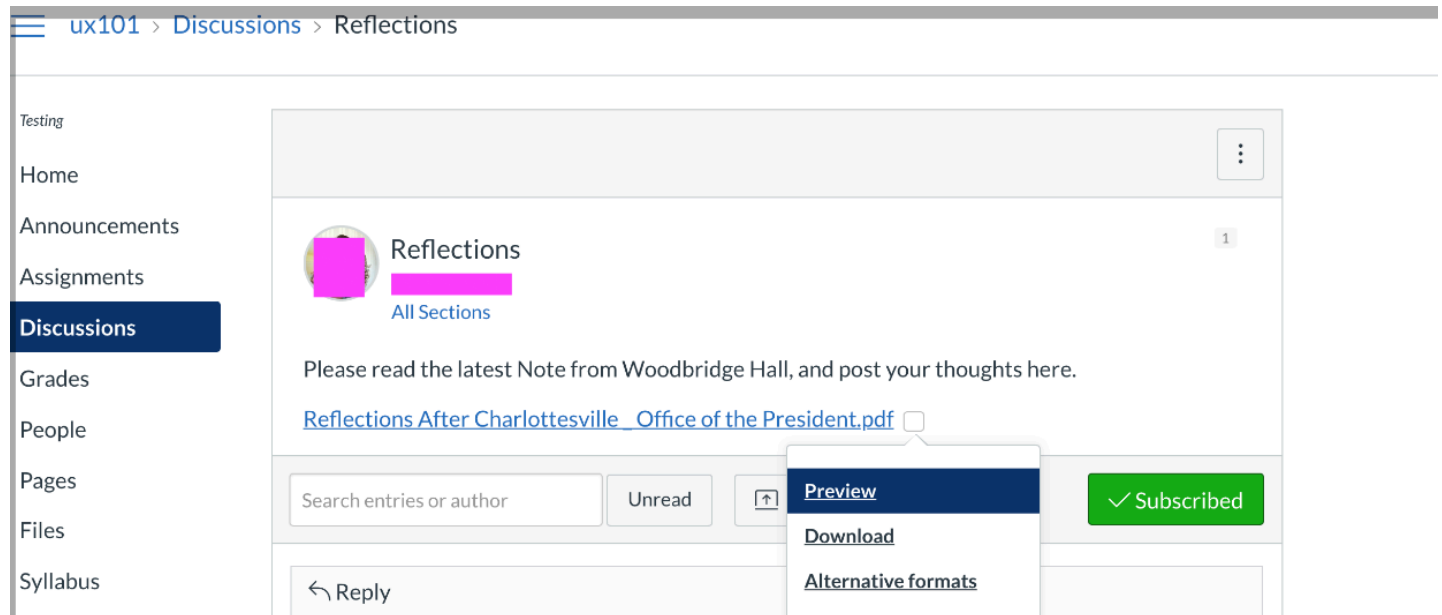
Case #1
Killer Ants

You are an official of the Caledonian Department of Health with responsibility for control of insect-borne infectious diseases. An infestation of deadly Killer Ants has recently been discovered. This infestation is currently limited to the largely unpopulated areas in the

Previous

Accessing alternative formats of content in Discussions

Content linked from discussions by the instructor will have alternative formats available. Content shared by students will NOT be scanned by Ally, and will NOT have accessible versions made available to readers.



The screenshot shows the Canvas interface for a course named 'ux101'. The left sidebar contains navigation links: Testing, Home, Announcements, Assignments, Discussions (highlighted), Grades, People, Pages, Files, and Syllabus. The main content area is titled 'ux101 > Discussions > Reflections'. It features a discussion titled 'Reflections' with a profile picture and a link to 'All Sections'. The discussion text says: 'Please read the latest Note from Woodbridge Hall, and post your thoughts here.' Below this is a link: 'Reflections After Charlottesville _ Office of the President.pdf'. A dropdown menu is open over this link, showing three options: 'Preview' (highlighted), 'Download', and 'Alternative formats'. Other elements include a search bar, an 'Unread' button, a 'Reply' button, and a green 'Subscribed' button.

Accessing alternative formats of content in Pages

Content linked in Pages by the instructor will have alternative formats available via the drop down menu.

☰ ux101 > Pages > Welcome!

Testing

View All Pages

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

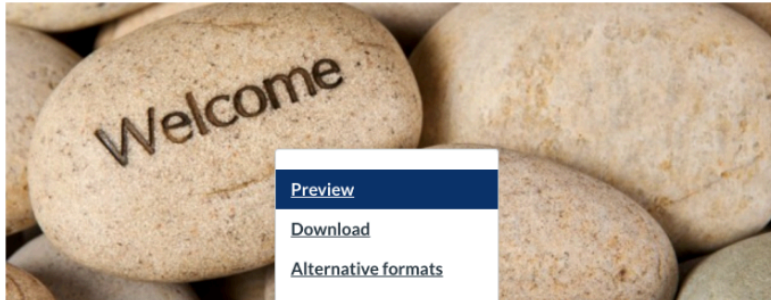
Modules

Conferences

Collaborations

Media Library

Welcome!



Welcome to class. Please [view the syllabus](#) ⬇️ and let me know if you have any questions.

💡 Other resources you may find helpful:

- [Canvas Accessibility Vendor Guide](#)
- [Yale's Usability & Web Accessibility Page](#)

💡 For more information about Yale's accessibility guidelines, please contact accessibility@yale.edu. For general help, please contact canvas@yale.edu.

Ally for More Accessible Files in Canvas

Yale's Poorvu Center for Teaching and Learning has integrated [Blackboard Ally](#), a service that provides alternative and more accessible versions of files that have been uploaded into Canvas.

Accessing more accessible, alternative formats

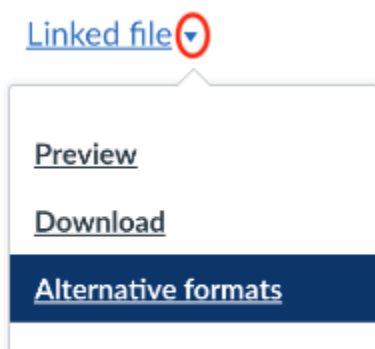
Alternative formats are formats that will be more accessible to screen readers (such as OCR'd PDF) or which offer different sensory modalities to students who may not read using vision (such as Electronic Braille).

1. Wherever a file is linked or uploaded in Canvas, there will be a small down arrow icon to the right of the link.

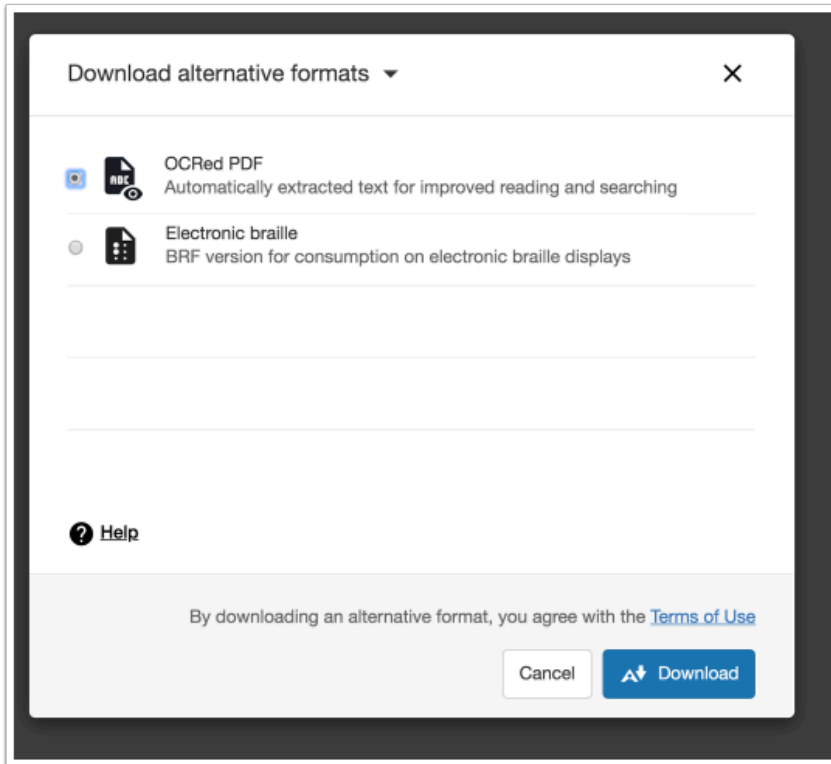


2. Click on this arrow to reveal three options:

- "Download" which will give you the original file
- "Preview" to view the file in the browser;
- "Alternative formats" which are the Ally-produced alternatives.



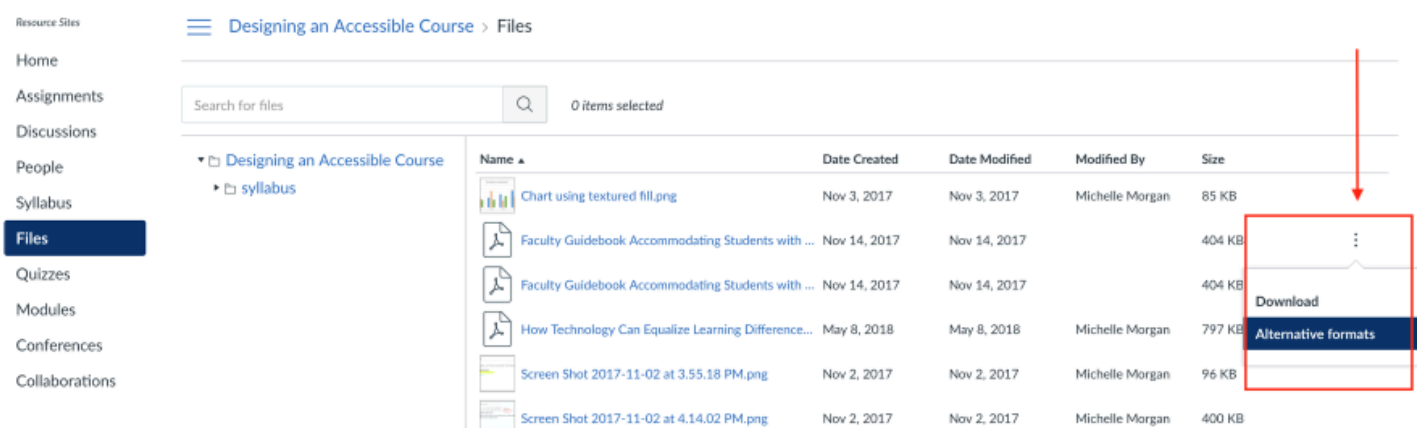
3. Choose "Alternative formats" to select the file format you prefer, then click "Download":



Files

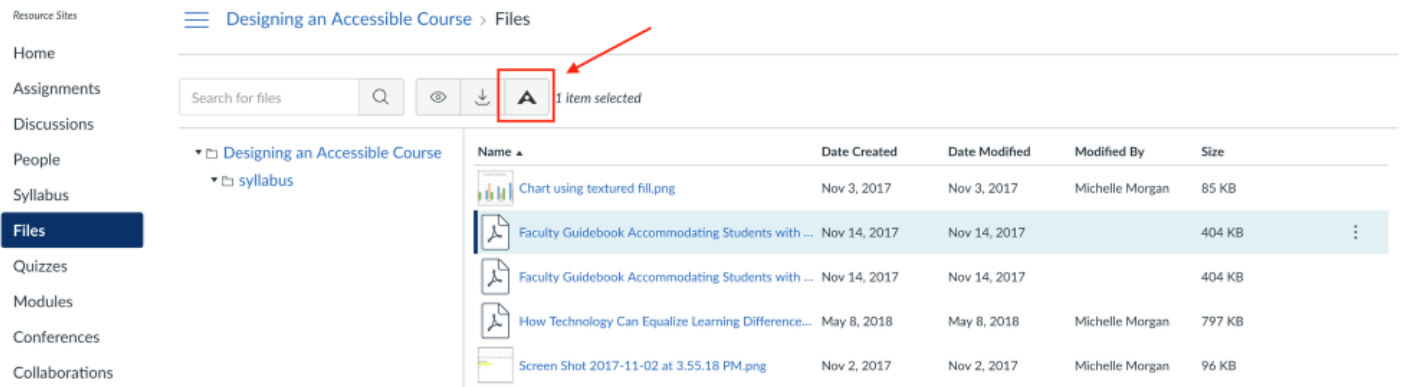
There are three ways to get alternative versions of materials uploaded in the Canvas Files area.

Method 1: From the main Files window, locate the file and navigate to the far right of that row, to access the “Actions” options (3 vertical dots). Open the options menu, and select “Alternative formats”:

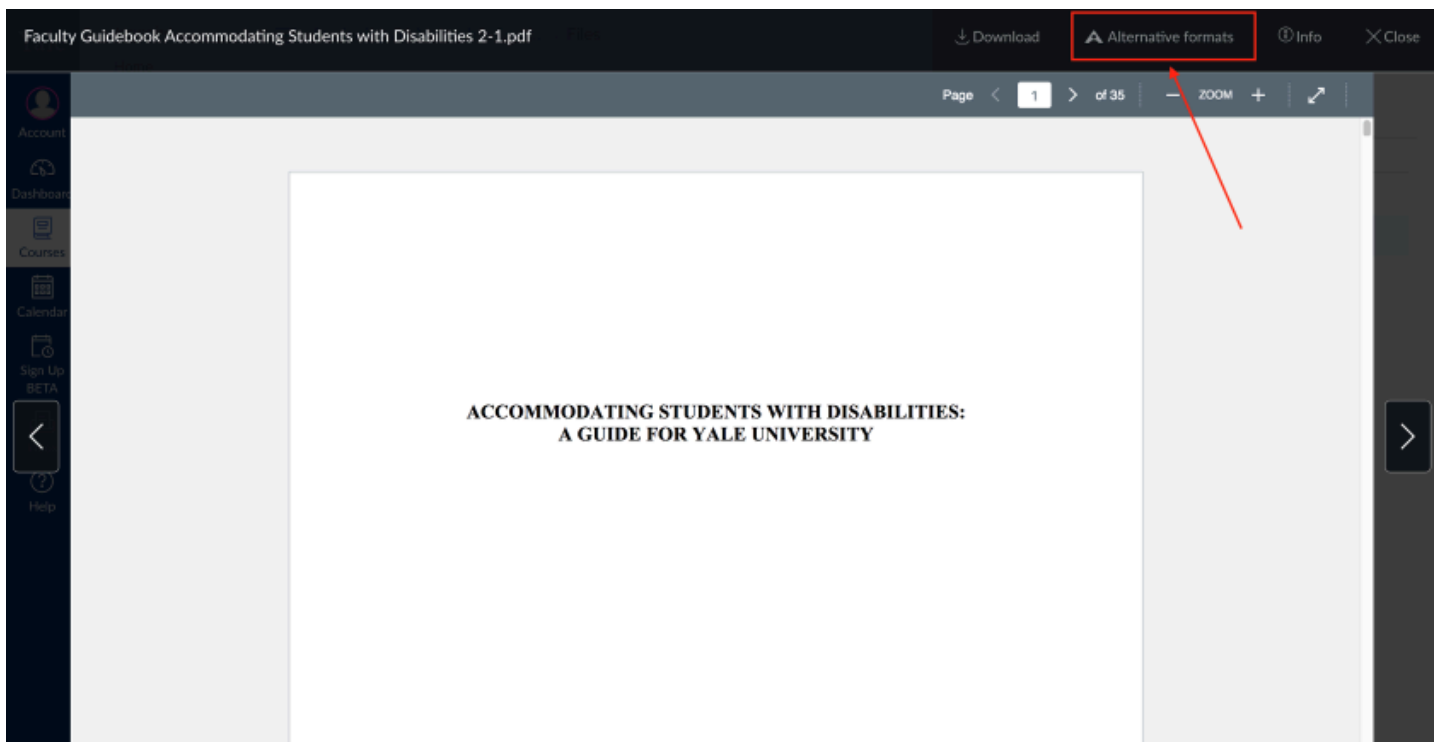


Method 2: From the main Files window, select the row where your file’s name appears (don’t click on the file name itself). With the row highlighted, locate and click the Ally “A” icon near the top of the page.

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Method 3: When you click on the file name in Files, Canvas opens the file within your browser. At the top of the preview screen, there is an option for “A” with the Ally “A” icon.



Note: This same method applies for files included in Modules, Assignments, Discussions, Announcements, and more: click on the file name or the drop down arrow, and select the “Alternative Formats” option from either the drop down menu or at the top of the file preview screen.

If you discover that an Ally alternative file does not work well with your screen reader, please email accessibility@yale.edu with information about the file that is causing problems.

💡 For more information about Yale's accessibility guidelines, please contact accessibility@yale.edu. For general help, please contact canvas@yale.edu.

Setting Up Student Accommodations in Canvas

Instructors may receive requests from Student Accessibility Services to provide certain accommodations for students with disabilities. Often times, educational technology can help meet the needs of these accommodations. This help article provides guidance on how to use Canvas in setting up accommodations for individuals with disabilities.

Assignments

How do I set different due dates/times for individual students on the same activity?

Differentiated assignments is a function within Canvas that allows you to set different due dates/times as well as availability dates for an individual student within the same activity assigned to the rest of the class. This can be done on assignments, quizzes, and graded discussions:


1. Assignments
2. Quizzes
3. Graded Discussions

Quizzes

How do I provide additional time and/or extra attempt for a quiz?

Extended time or extra attempts can easily be set on quizzes built within Canvas. This is done after the quiz is published, but before it is administered.

1. Providing Extended Time


 Quiz availability dates still apply when moderating a quiz. If the Until date passes when students are taking the quiz with extended time, the quiz auto-submits even if the student's time extension has not expired.

2. Providing Extra Attempts


How do I allow a student to take a quiz earlier or later?

Students may need to take a quiz earlier or later than the rest of class. Quizzes built within Canvas can be made available to individual students outside the scheduled quiz time in two ways. One option allows instructors to set a different scheduled time, while the other simply unlocks the quiz to be taken at any time.

1. Setting a new scheduled time

 When assigning a quiz to an individual student, set the availability date to a different date/time. This will make the quiz available for that individual at their newly scheduled time. This can be done for before, after, or during the originally scheduled time.

2. Unlock the quiz at any time

 You can unlock a quiz under the moderate quiz page. This will override the existing availability date/time for the selected student and allow that individual to take the quiz at any time after the unlock option has been checked.

How do I create secure quizzes for private or lower-distraction

spaces?

Quizzes taken at home or in private or lower-distraction spaces may still require secure testing. This can be done by using an integrated external tool in Canvas called Respondus Lockdown Browser. Instructor simply needs to turn this on for the quiz in question, and students will be guided to take the quiz using a pre-installed, locked-down browser.

1. Instructor guide for Respondus Lockdown Browser

2. Student guide for Respondus Lockdown Browser

How do I provide two different formats (paper and online) of the same quiz?


Using Gradescope, you can grade both paper and online versions of the same quiz. Check back for more resources on how to set this up.

Files


How do I create accessible files, pages, or other content?

While not necessarily an accommodation, creating content in an accessible way is an important part of making sure your course is inclusive. Both native and integrated tools within Canvas help instructors in creating accessible files, pages, and other content.


1. Blackboard Ally


 Blackboard Ally provides a visual dial to indicate the accessibility score of a file, and provides helpful guides in how to improve the quality

2. Alternative Formats

 Alternative formats are generated and downloaded on demand by students.

3. Accessibility Checker

 Accessibility Checker is a tool within the rich content editor of Canvas that checks common accessibility errors within the editor

 For more information about Yale's accessibility guidelines, please contact accessibility@yale.edu. For general help, please contact canvas@yale.edu.