

Learning Objectives:

Upon completion of this training tutorial, Faculty will be able to:
Create Blackboard content (i.e. announcements) that is accessible.

Blackboard Content Accessibility Checklist

- ✓ Use heading styles within the content editor.
- ✓ Provide alternative text for all images.
- ✓ Check color contrast if using colors other than black text.
- ✓ Ensure videos have closed captions or transcripts.
- ✓ Use descriptive titles for hyperlinks instead of full URLs
- ✓ Link to library resources (i.e. articles) instead of attaching them.

Heading Styles

Use heading styles for headings and subheadings instead of bolding text and changing the font size. Heading styles enable screen readers to navigate smoothly from one section to the next. The Blackboard content editor labels the levels as:

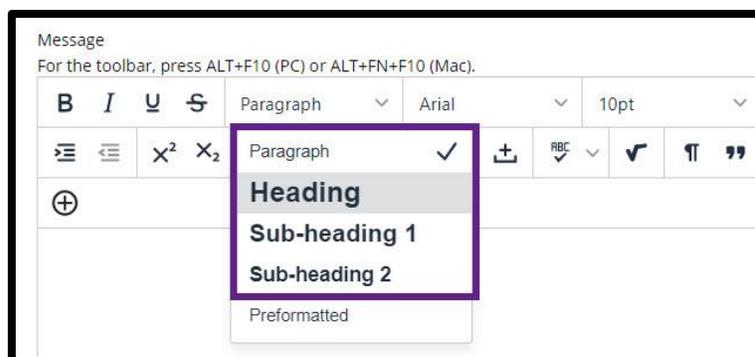
Heading

Subheading 1

Subheading 2

Make sure that your headings progress in this order.

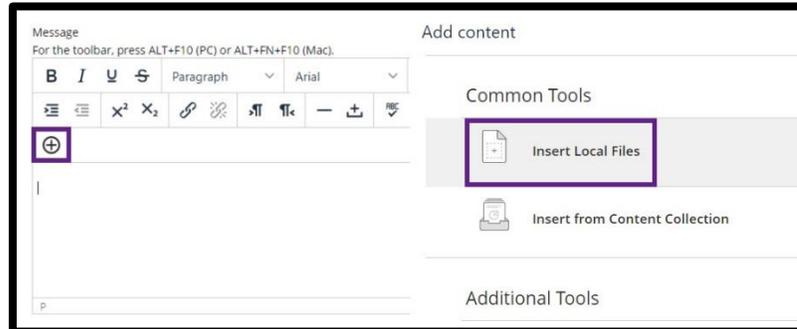
Heading styles can be accessed within the Blackboard content editor.



Adding Alternative Text

When adding an image within Blackboard, include an alternative text.

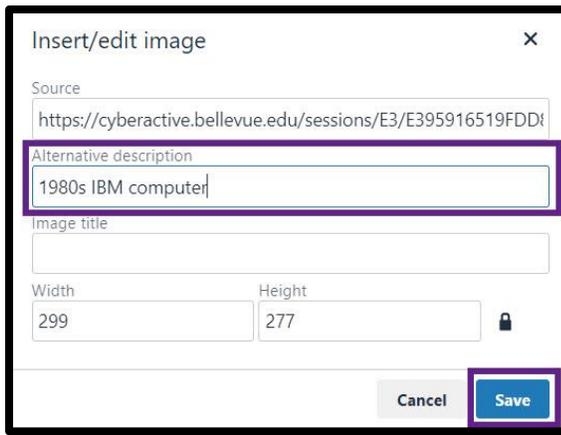
1. To add an image, select the + icon in the content editor and insert local file. Select the image that you would like to add.



2. To resize the image, select the blue anchor points and drag the image to your preferred size. Right click on the image and select image.



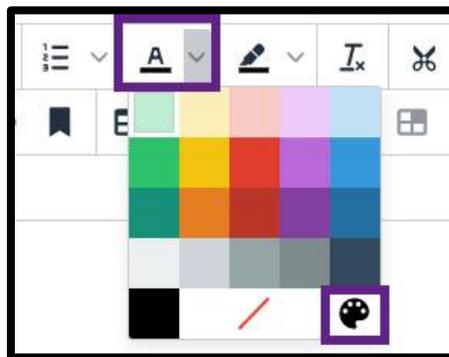
3. Type an alternative description. Remember:
 - Describe the image as it pertains to the content.
 - Do not include "Image of" or "Picture of"
 - Do not include duplicate information
 - If the image is explain with on screen text, the image can be marked as decorative
 - The image title can be left blank
 - For decorative images, use double quotes ""
 - Screen readers will skip items that have double quotes.
4. Select save.



Check Color Contrast

When using colors other than black and white for text and background colors, it is recommended that you check the color contrast.

1. [Check the color contrast](#) of the text and background.
2. If necessary, update the color using the color selection tool in the Blackboard content editor.



NOTE: Color alone should not be used to emphasize importance or meaning. Use bold text.

Video Closed Captioning and Transcripts

Closed captioning and/or transcripts are required for all audio and video items in a course. This includes instructor-created videos and third-party videos. Videos created in Kaltura will automatically generate captions.

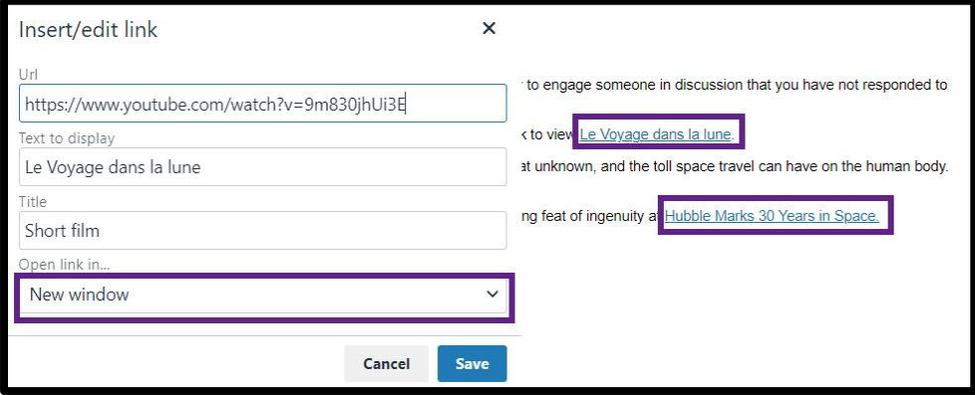
1. Use Kaltura for recording videos within Blackboard. View this video for a tutorial [on Accessing Kaltura Express Capture](#).
2. Audio added to PowerPoint slides should be closed captioned. Use the following Microsoft guide for support on adding captions to a PowerPoint: [Add closed captions or subtitles to media in PowerPoint](#).
3. If a third-party video, such as a YouTube video, does not have closed captioning, you can take one or more of the following actions:
 - a. Check to see if an alternate video is available that does have closed captions.

- b. Reach out to video@bellevue.edu to see if captioning can be added to the video.

Links as Descriptive Text

When providing a link to a resource or website, be sure to link descriptive text OR the article title. DO NOT provide the full linked URL or "click here."

1. To add a link to descriptive text, select the link icon  in the content editor.
2. Add the URL.
3. Select Open link in **New Window** and save.



Insert/edit link

Url
https://www.youtube.com/watch?v=9m830jhUi3E

Text to display
Le Voyage dans la lune

Title
Short film

Open link in...
New window

Cancel Save

Link to Library Articles

Library articles should always be linked within your course and never attached as a PDF (this violates copyright and results in less accessible formats). To link a library article visit the [linking to articles libguide](#).

VERSIONS

Version	Date	Developer Name	Description of Changes
1	02.23.2023	Janel Heitz	Document Creation

DISCLAIMER

Although we have made every effort to provide you with accurate instructions and screenshots, we encourage you to reach out to us if you note any discrepancies or inaccuracies with the process/steps provided.

To recommend a change, please reach out to the **Faculty Resources Department**, FRD@bellevue.edu.

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