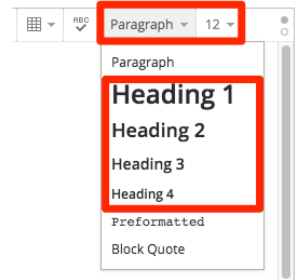## Schoology Page Accessibility - Quick Start Guide

Adding headings?

Include headings to provide a logical document structure. Heading 1 will most likely be your page title. Heading 2 will be for content sections. Heading 3 will be for subsections.

To add headings, highlight the text and select a heading type from the format menu.

Adding images?

Include an alt tag describing the **content** and **function**.

Add an image by going to Insert Content > Image/Media.

Once the image is inserted, select it and select the mountains icon in the upper left.

Enter a descriptive alternative text in the Image Description field.
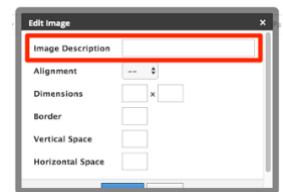
Creating a list?

When creating a list, use a true list. Go to the Home ribbon and select either a bulleted or numbered list.

Adding a table?

Tables should only be used to display data, not for layout purposes. For simplicity sake, consider if your data could be presented in a list format.

Adding Links?

Ensure all links have descriptive link text. Screen reader users may view the page as a list of links, so be sure your link text makes sense out of context.

Other Tips

- Ensure text has a high contrast.
- Avoid auto-playing elements, such as auto-playing videos or slideshows.
- Keep things simple.

- If adding a video, be sure to use high quality subtitles. YouTube autogenerates subtitles which can be easily edited.
- Avoid flashing or blinking content.