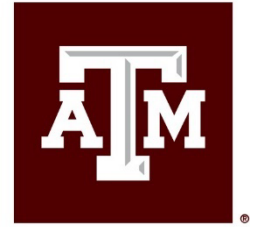


Digital Accessibility Cheat Sheet

Are your resources SLICK?

Here are six principles to help your resources become compliant with ADA Title II and accessible to all your students.



PROVIDED BY
*The Office of the Provost,
Center for Teaching Excellence,
and IT Accessibility*

Structure and headings

Create headings in Microsoft 365 and headings in Canvas by using the formatting tool bar and by using the web editor, respectively, to select heading levels in succession.

Example: Heading 1, Heading 2, Heading 3 and label main text as “paragraph”.

Links

Links should be descriptive. **Example:** Instead of the actual link <https://www.tamu.edu/index.html>, name it, such as TAMU Homepage.

Note: See this library resource for tips to cite permalinks in Canvas.

Iimages

Add alt text for images in Microsoft 365 and alt text in Canvas. Note that content embedded in an image should be avoided as it cannot be read by screen readers.

Color and Contrast

Check contrast; don't rely on color alone to convey meaning. When in doubt, dark gray/white is the best since it is dark enough, but still easy on the eyes.

Keep it simple

Use plain language. Keep tables simple. Design with the user in mind.

Don't forget transcripts and captions for all audio and video!

All audio and video content must have transcripts and closed captions respectively. For multimedia like videos that contain audio content, both are advised. If closed captions/transcripts are not available, choose another resource or create and distribute a transcript.

See DCMP for information about transcripts and captioning.

References: Power Learning Solutions & TMU's Accessible Design Principles

Center for Teaching Excellence (CTE)

CTE maintains a website featuring how-to guides and on-demand training. Scan the QR code to visit. They also offer workshops on digital accessibility that focus on practical strategies for creating accessible documents. The digital accessibility workshops available this fall follow.

[Check out all CTE events.](#)

<https://u.tamu.edu/fRTypTa3>



CTE Accessibility

Workshop Title	Date	Time
Digital Accessibility Series Session 1: What is Digital Accessibility?	Wednesday, September 10	12:30 pm - 1:15 pm
Digital Accessibility Series Session 2: Creating Accessible Content with Microsoft Word and PowerPoint	Wednesday, September 24	12:30 pm - 1:15 pm
Digital Accessibility Series Session 3: Enhancing Accessibility of PDF Files	Wednesday, October 8	12:30 pm - 1:15 pm
Digital Accessibility Series Session 4: Utilizing Canvas to Check for Content Accessibility	Wednesday, October 22	12:30 pm - 1:15 pm
Creating Accessible Content with Word and PowerPoint Files	Tuesday, October 28	9:00 am - 10:00 am
Creating Accessible Content with Word and PowerPoint Files	Friday, November 7	10:00 am - 11:00 am

Technology Services - IT Accessibility

The IT Accessibility team ensures that digital technologies at Texas A&M University are usable by everyone, including individuals with disabilities. We offer consultations; provide digital accessibility training recommendations; and perform website, application, and digital resource reviews.

Resources

- **[ADA Title II FAQs](#)** (login required)
- **[IT Accessibility Glossary](#)**

Training Opportunities

- **[TrainTraq 2114218: Digital Accessibility Awareness](#)**
- **[Role-based training recommendations](#)**
- Scan the QR code to visit the IT Accessibility website

<https://u.tamu.edu/zoJn6Uw>



IT Accessibility



Office of the Provost

Computer lab hours and assistance

Join the mission.

Be the hero your students need.

Make it accessible.

You can work with a “Guardian of Accessibility” (trained student worker) in person during August and the fall semester.

Drop-in Computer Lab Schedule

August 2025 schedule:

- Thursday, 8/14/25, 9 a.m. – 3 p.m. in **RICH 208**
- Monday, 8/18/25, 9 a.m. – 3 p.m. in **ILCB 233** (faculty will need to bring a laptop)

Fall 2025 schedule:

- Mondays, 8 a.m. – 5 p.m. in **Blocker 125**
- Tuesdays, 8 a.m. – 12 p.m. in **HSFB 119X**
- Wednesdays, 8 a.m. – 5 p.m. in the **Student Computing Center, Room 4.114**
- Thursdays, 8 a.m. – 12 p.m. in **HFSB 119X**
- Fridays, 8 a.m. – 5 p.m. in **Blocker 125**

Virtual appointments

Not on the College Station campus? Virtual appointments are also available.

Contact [**digitalaccessibility@tamu.edu**](mailto:digitalaccessibility@tamu.edu) for more information.

Tips for creating and maintaining a professional website

Some specific use cases: classroom, research, outreach

Note: *It is recommended to use the enterprise-supported Learning Management System for course content and grading due to the integration of digital accessibility testing and remediation tools.*

1. Check for WCAG 2.1 AA Support

- Do your research. Does the platform support WCAG 2.1 Level AA criteria?
- Look for documentation, accessibility statements, or certifications.
- Avoid platforms that only mention “basic accessibility” without specifics.

2. Evaluate Accessibility Features

- Look for built-in support for keyboard navigation, screen reader compatibility, Alt text for images, ARIA landmarks and roles, and color contrast tools.
- A bonus is choosing platforms with accessibility testing plugins or dashboards (e.g., WordPress with the Accessibility Checker plugin)

3. Review Community and Developer Support

- Open-source platforms vary widely. It is prudent to check for:
 - Accessibility-focused themes and templates
 - Active forums or GitHub issues related to accessibility
 - Frequency of updates and responsiveness to accessibility bugs

4. Conduct a Trial Audit

- Use tools like **WAVE** (Web Accessibility Evaluation Tool), **axe DevTools**, and **Google Lighthouse** to test accessibility for your site. Run these on a demo site or sandbox version to identify issues early.
- Loop in subject matter experts like the campus **IT Accessibility team**.

5. Ask About Vendor Accessibility Roadmaps

- If you're considering a commercial third-party tool, request:
 - Accessibility conformance reports (VPAT) from the vendor/source
 - Roadmaps for future accessibility improvements
 - Support for user feedback and remediation