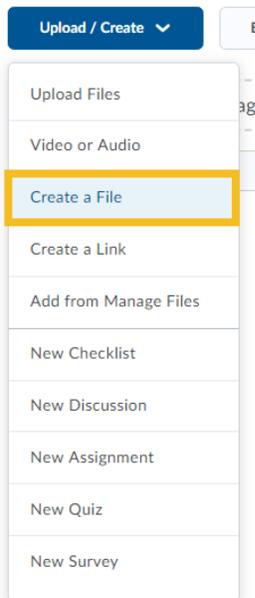


Accessible HTML in D2L

Any file created (not uploaded) within D2L is going to be considered a HTML file. This tutorial shows you how to keep these files up to accessibility standards.

Create a HTML File

1. Navigate to the module you would like to create the file in.
2. Then, click the blue **Upload/Create** button and select **Create a File**.

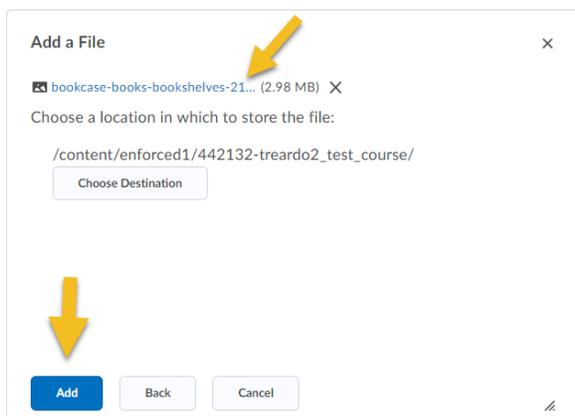


Insert a Picture

1. Click the camera icon to insert a picture.



2. Choose where to upload your file from. Then, select the file and click **Add** when it has finished uploading.



3. Provide a thorough description of the image with Alternative Text. Consider how you would want the image described to you. We recommend against marking images as decorative. Once you have described the image, select the blue **OK** button.

Provide Alternative Text

Alternative Text

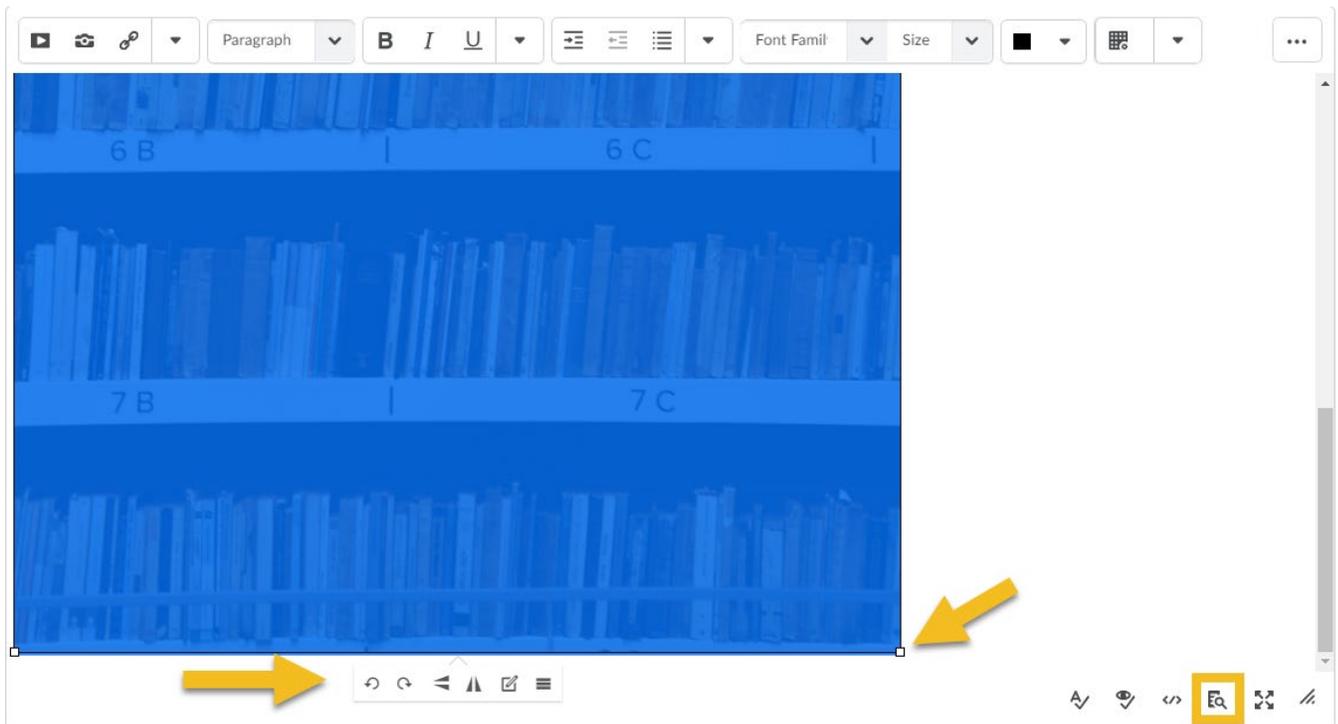
Provide alternative text for the image. This text should convey the same information as the image. If this image does not convey any information, select "this image is decorative".

Alternative Text:

This image is decorative

OK

4. You should now be able to see your image in the textbox. Click the picture to see editing and resizing option. You can also click the magnifying glass to **Preview** the image to see the published view.



Insert a Quicklink

When you insert a quicklink, D2L will automatically make the link a hyperlink, or a descriptive link. Using the quicklink tool will allow you to link to other parts of your course (assignments, quizzes, discussions, files), videos from MediaSpace, and other external sites and activities. Use this tool by clicking the hyperlink icon.



Formatting Text

Formatting text is a large part of accessibility and easily the most overlooked. Proper formatting helps with comprehension and navigation.

Font and Size

D2L has automatic presets for font that maximize accessibility. We recommend that you leave the font family and size as **Arial size 12**, as it is most legible for many students and D2L typically overwrites changes.

Heading Structure

Headings are used to denote topics, sections, and titles. Let's look at an example.

Heading Level 1 → Title

Heading Level 2 → Section 1

Heading Level 3 → Topic 1, Section 1
Topic 2, Section 1

Heading Level 2 → Section 2

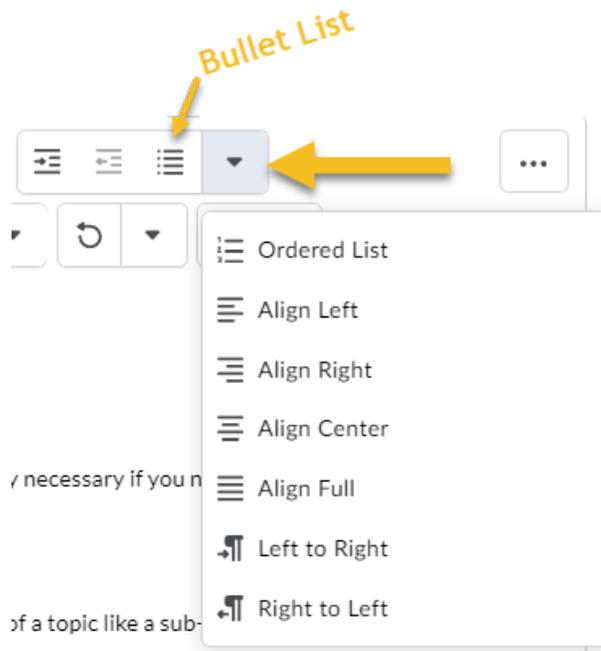
While this may just look like the font was bolded and made larger, D2L's format presets were actually used. This ensures the text is tagged with varying levels of importance in the actual HTML code. You can find these presets by using the **Format** drop-down menu. (The **Address** format is actually specifically for physical addresses)

Format dropdown menu options:

- Paragraph
- Format
- Address
- Preformatted
- H1 - Heading 1
- H2 - Heading 2
- H3 - Heading 3
- H4 - Heading 4
- H5 - Heading 5
- H6 - Heading 6

Lists and Alignments

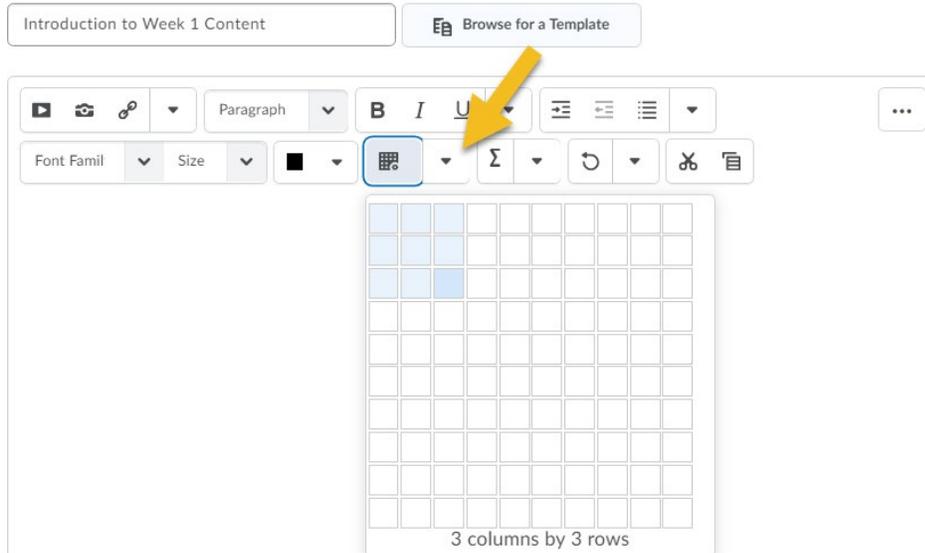
The process of creating a list is the same as it is in Microsoft Word and other word processors. Accessibility dictates that lists need to be formatted through the system so that assistive technologies can understand and relay your intended meaning. In addition to list formatting, you can also find read order and alignment options under the **Paragraph** drop-down menu. Assistive technologies read both spaces and tab keys as “blank” and communicate that to the user. Use the alignment keys to keep this from happening. The read order buttons allow you to change the order in which the words are read. That particular feature will not be necessary to everyone, so only use it if you find you need it.



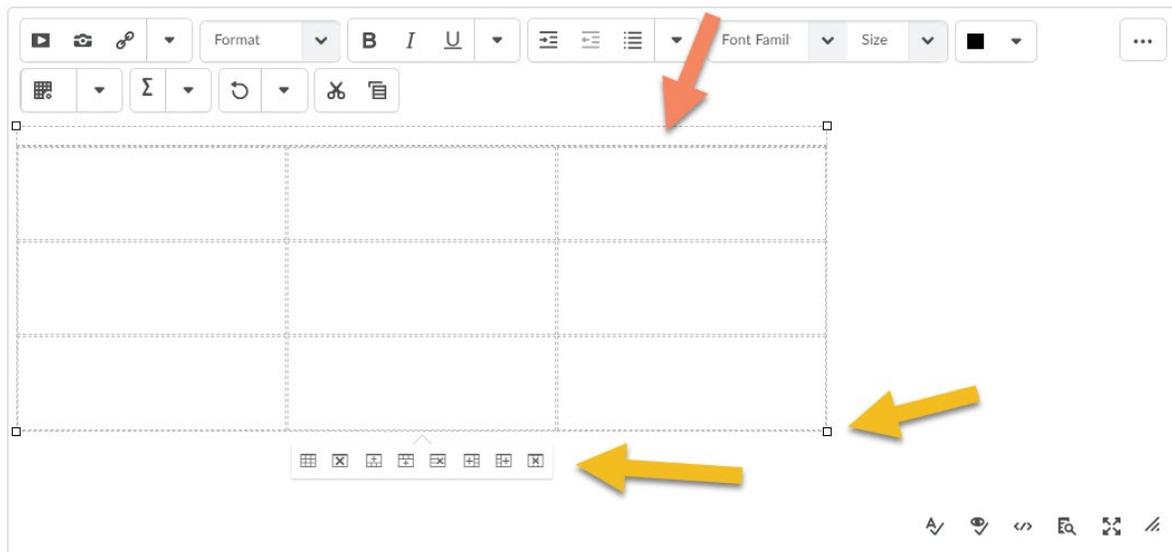
Creating, Using, and Formatting Tables

1. Use the grid icon to access the table creation menu. Drag your cursor from left to right to pick the number of columns and up to down to pick the number of rows. **Once you click, your table will be created.** You can insert rows and columns after creation.

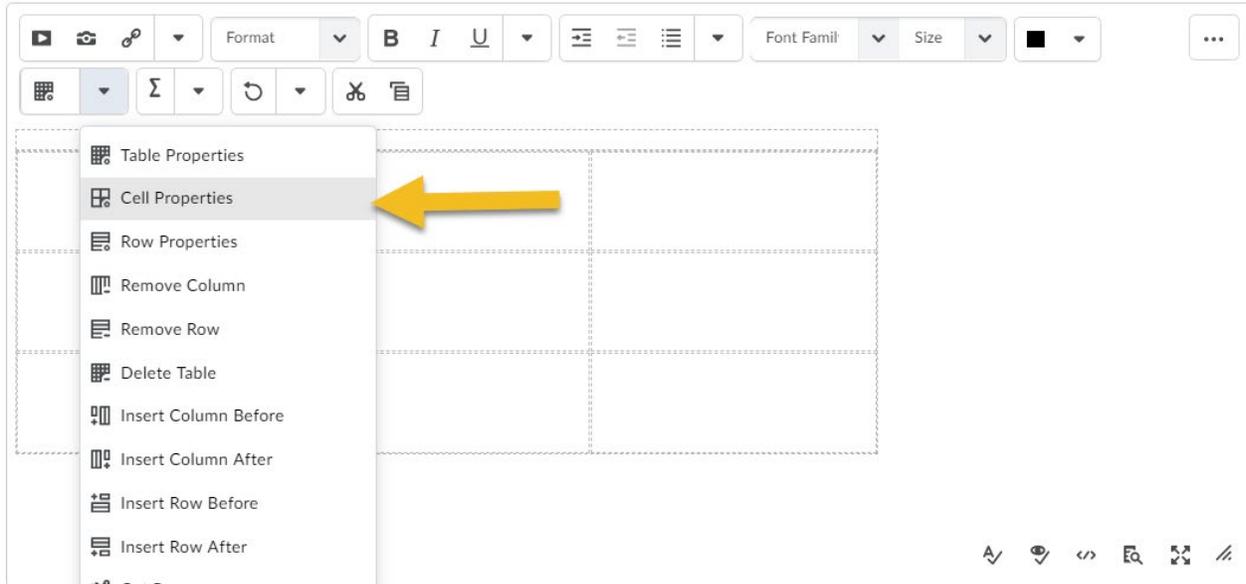
Create a File in "Week 1"



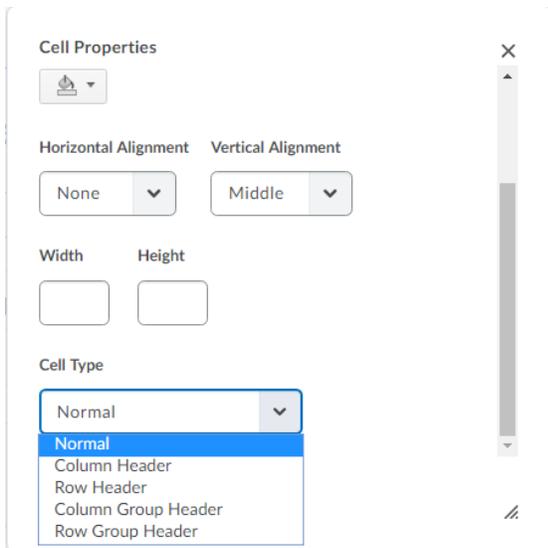
2. You can resize your table by clicking and dragging the corners or by using the toolbar at the bottom. Hover over each icon to learn the function of the button. Additionally, make sure you open the **Table Properties** menu and check the **Caption** box to give your table a title.



- When you are ready to set your headers (your column or row titles), click in the box you want to start with and open the **Table Creation** menu. Now, select cell properties.



- Scroll down and use the **Cell Type** menu to pick the type of header you wish to use. View the example table below the first screenshot to learn the difference between **Column Headers** and **Row Headers**.



This is your title		
This can be a column or row header cell	This is a column header cell	This is a column header cell
This is a row header cell		
This is a row header cell		

Preview Tool and Accessibility Checker Tool

D2L has two tools you might find helpful: the preview tool and the accessibility tool. The preview tool (in the yellow square) will allow you to see what the published version of your file will look like. The accessibility checker (in the orange square) will check your HTML file to ensure it is accessible.



The accessibility checker reviews for:

- Use of paragraph format for headings
- Sequential heading levels
 - Heading levels may not be skipped in a descending order (H1, H2, H3), but can be skipped in an ascending order (H1, H2, H3, H2, H3, H4, H2...)
- Non-descriptive links/full length URLs
- Ordered list structure
- Bullet list structure
- Contrast of text to background colors
- Image Alt text
- Table Caption
- Complex table summary
 - Complex tables are tables with row and column headers or tables with merged cells. Summaries will not be visible to non-assistive technologies and are designed to tell users how to navigate the table. If D2L determines that you need one, the accessibility checker will provide a pop-up window for you to type it in.

The accessibility checker in D2L works similarly to the one in Microsoft products. The tool will tell you what needs to be changed and how to change it for maximized accessibility.

Created by Brayden Milam, July 2019