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| **Abbreviations/Acronyms** |
| **Need:**  | Full definition of abbreviation/acronymExample: NASA = National Aeronautics and Space Administration |
| **URL Titles** |
| **Need:**  | Proper title for links (i.e. name of website, title of article, title/description of file) |
| **Image/Chart/Diagram Descriptions** |
| **Need:**  | All images, charts and diagrams need descriptions. Academic/content knowledge is needed to accurately describe some images, charts and diagrams. |
| **Title and Description for Data Tables** |
| **Need:**  | A title and a description of the data in the table that is being shown |
| **Mathematical Equations/Symbols** |
| **Need:**  | Names of symbols or definition of equation Example: Equation: a2 + b2 = c2 Definition: a squared plus b squared equals c squared |
| **Text-Based PDFs** |
| **Need:**  | PDFs must be text-based, not scanned. If scanning is the only option, they must be scanned using an Optical Character Recognition Scanner and reviewed. Publishers of articles can be contacted to request text-based electronic copies. |
| **Plain-Text Transcript for Multimedia Created By Excelsior** |
| **Need:**  | Plain-text transcript or description of multimedia – most of the time, the storyboard or content used to create the multimedia is acceptable. |
| **Plain-Text Transcript for Audio or Video Created/Hosted by Excelsior** |
| **Need:**  | Plain-text transcript or description of all audio or video files created and/or hosted by Excelsior (file is located within course and not linked out to). If presentations are created with recorded audio, a script used to record the audio may be acceptable. |
| **Color Schemes for Files (Presentations, Media, Text, etc.)** |
| **Need:** | Use high-contrast colors together, especially with text (light on dark, dark on light). Avoid using red for text and background images/patterns behind text. Only solid colored backgrounds should be used for text.  |

**Accessibility Resources for Further Study**

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| General Accessibility: |
| Information and Technical Assistance on the Americans with Disabilities Act | <http://www.ada.gov/> |
| Excelsior College’s Accessibility Project Overview: | <http://www.ipsonet.org/images/Westphalia_Press/Internet_Learning_Journal_2-2/3-1/2.%20Blauvelt%20ILJ%203-1.pdf>Blauvelt, E. (2014). Get Rid of the Gray: Make Accessibility More Black and White!. *Internet Learning*. *3* (1), 16 - 24. Retrieved from http://www.ipsonet.org/publications/open-access/internet-learning |
| Webinars/Training: |
| Sloan-C Accessibility Webinars Recordings | <http://sloanconsortium.org/institute/webinars/accessibility-series> |
| \*\*\*Sloan-C *Accessibility Specialists: Understanding “Invisible” Disabilities & What this Means for Online Education* | <http://sloanconsortium.org/institute/webinars/2013/4/accessibility-specialists-understanding-invisible-disabilities-what-mean> |
| EASI (Equal Access to Software and Information) Training | <http://easi.cc/> |
| Videos: |
| Keeping Web Accessibility in Mind | <https://www.youtube.com/watch?v=yx7hdQqf8lE> |
| Standards: |
| WCAG (Web Content Accessibility Guidelines) | <http://www.w3.org/TR/UNDERSTANDING-WCAG20/> |
| W3C WAI (Web Accessibility Initiative) | <http://www.w3.org/WAI/> |
| Section 508 Standards Guide | <http://www.section508.gov/index.cfm?fuseAction=stdsdoc> |
| Technical Information: |
| HTML Symbols Codes | <http://brucejohnson.ca/SpecialCharacters.html> |
| HTML Code Help | <http://www.w3schools.com/html/default.asp> |