



ADA Compliance: D2L Accessibility

While D2L does have a lot of built-in accessibility, there are a few areas that still require instructor's attention; areas such as news items, test questions, discussion posts, and any additional instructions placed with the D2L text editor. Within these areas, instructors will need to pay attention to the general accessibility criteria listed below.

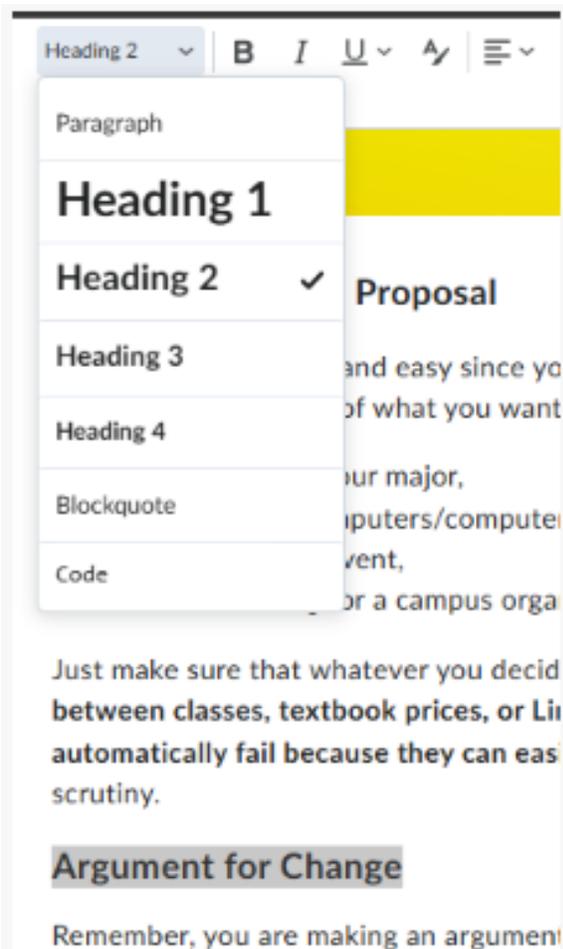
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Headers

Headings are only required when you have longer, more detailed posts and not required if your post is one paragraph or a few lines of text. If your post is long or detailed enough for headers, it should start at header 1.

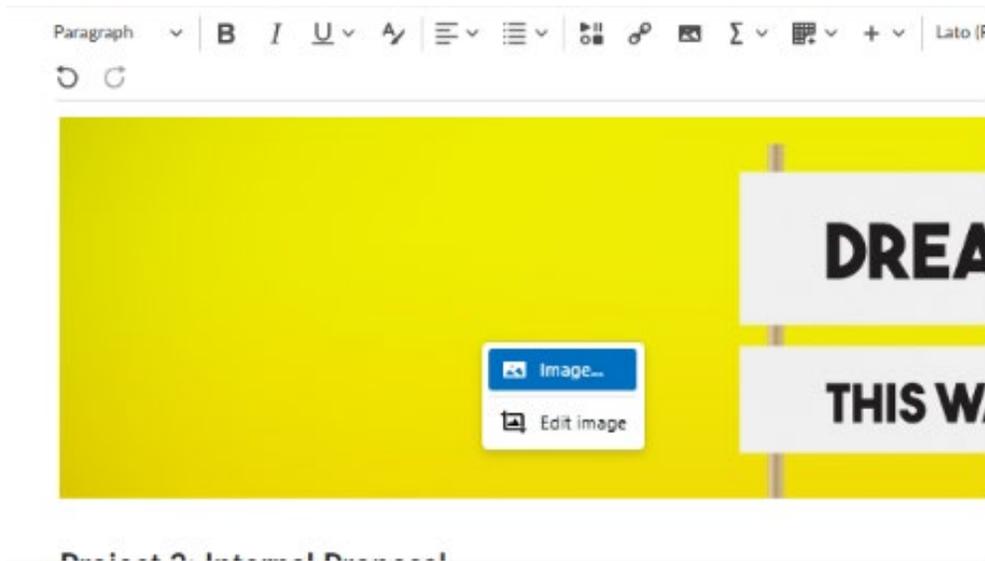
Inside of the D2L text editor, you will find headers in the top left corner. There will be a dropdown (probably defaulted to Paragraph) that you click on and will have headings 1-4 available to choose.



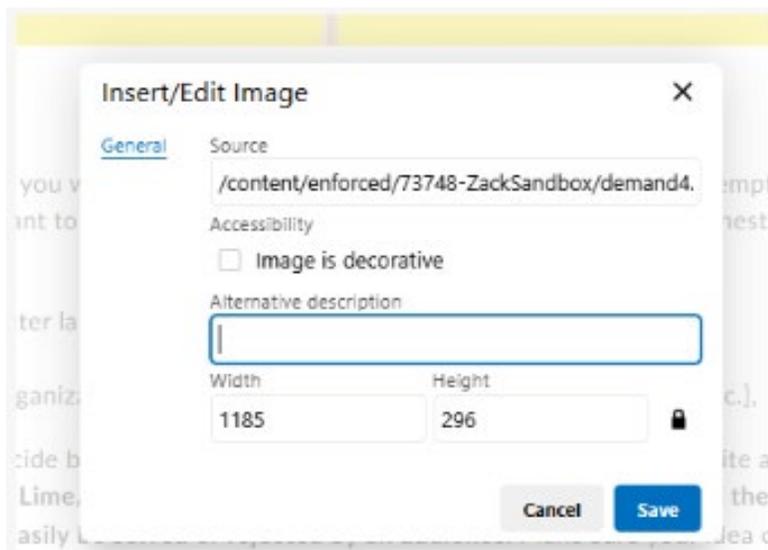
Alt Tagging

All images inside of D2L need some form of alt text. Either a descriptive message or marked as decorative.

To add alt text to an image in D2L right click the image and choose "image."



On this new screen you will have the option to mark the image as decorative (only use this option for images that have no relevant information) or to type in your alt text in the line provided.

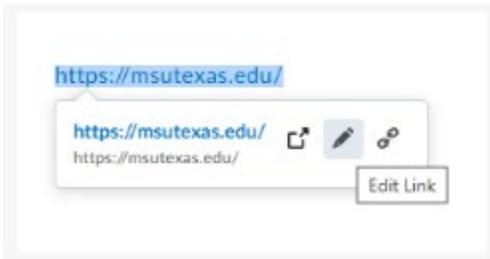


Remember to be extremely descriptive when writing alt text! You should be able to get the same information from your alt text as someone would get from viewing the image.

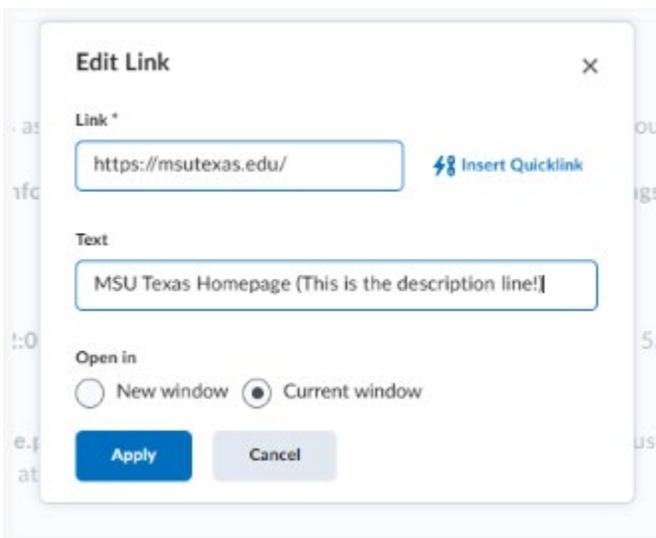
Descriptive Links

All links, with the exception of a resource page or emails, should be descriptive URLs. You want the user to know where the link is going to take them based on the description you give the link.

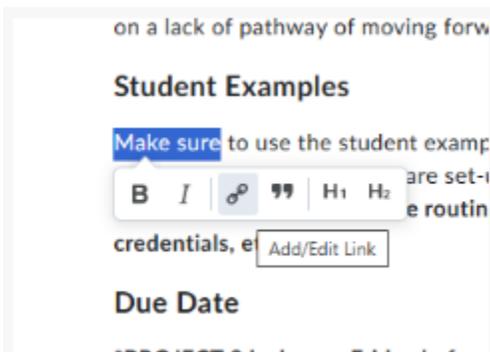
Click on your link and choose the "edit link" option.



On the new window, enter your descriptive title in the "text" line provided. Hit apply once finished.



The other option, if you do not have your link entered yet, is to highlight the words you to convert into a link, choose the add/edit link option, and then paste your link in the line provided instead of changing the text description.



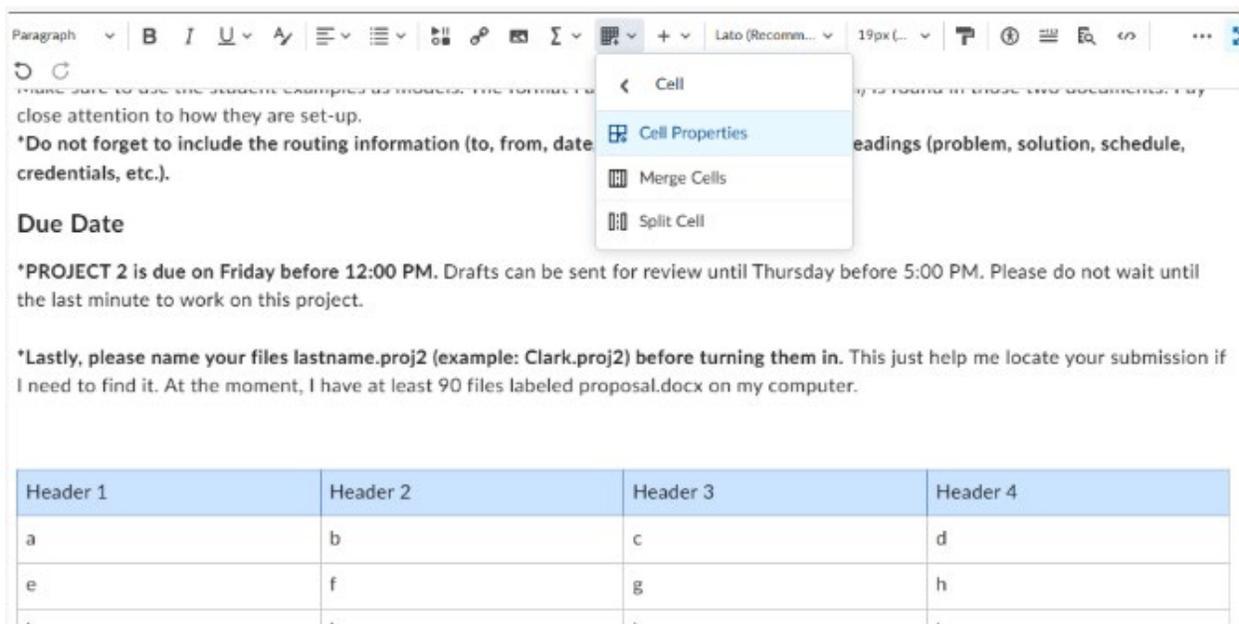
Tables

If you choose to use a table in a D2L text editor then you will need to follow the 3 general rules along with marking the header row.

The general rules are:

- Keep a table as simple as you can.
- No blank cells.
- No merged cells.

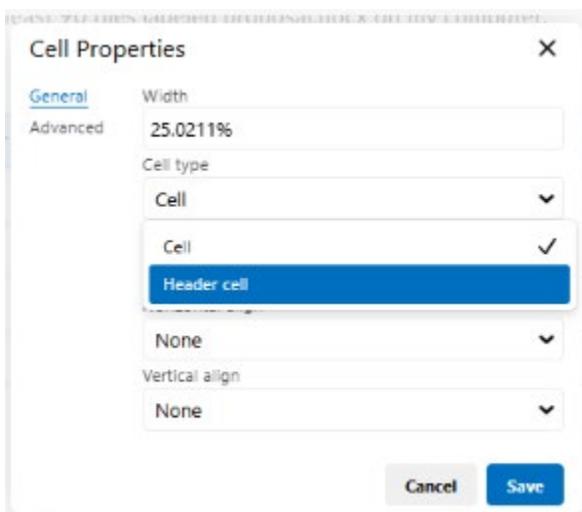
As for the headers, highlight the header row of your table. On the top toolbar click the table dropdown and choose Cell then Cell Properties.



The screenshot shows a text editor interface with a table at the bottom. The table has 4 columns and 2 rows of data. A dropdown menu is open over the table, showing options: Cell, Cell Properties, Merge Cells, and Split Cell. The 'Cell Properties' option is highlighted. The table content is as follows:

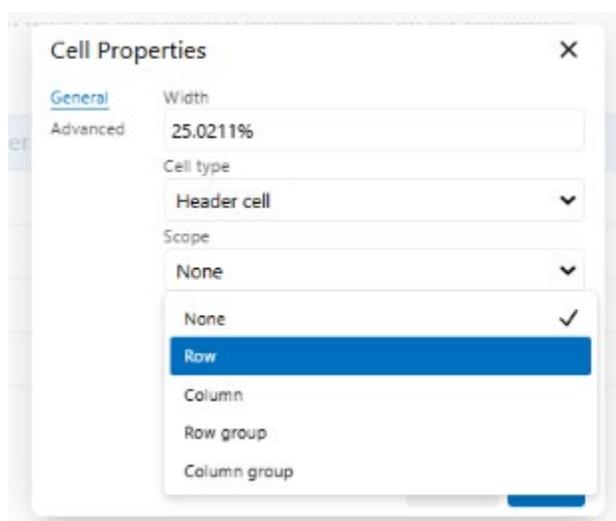
Header 1	Header 2	Header 3	Header 4
a	b	c	d
e	f	g	h

On the new window, click the cell type dropdown and choose "Header Cell."



The screenshot shows the 'Cell Properties' dialog box. The 'Cell type' dropdown is open, showing options: Cell, Header cell, and None. 'Header cell' is selected. The dialog box also shows 'Width' set to 25.0211% and 'Vertical align' set to None. There are 'Cancel' and 'Save' buttons at the bottom.

Then click on the scope dropdown and choose "Row."

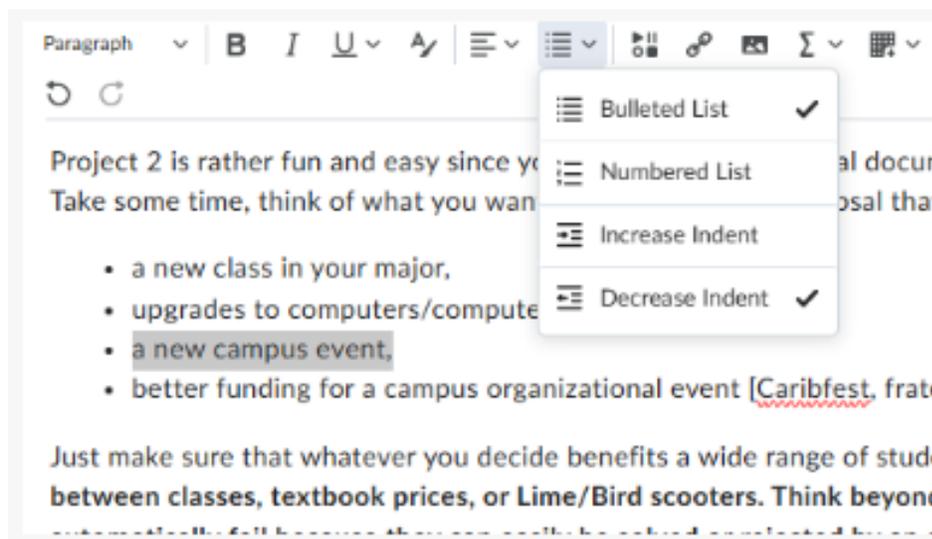


Press save and your table now has a marked header row!

Lists

Lists should be marked in D2L to help with screen reader navigation.

To verify a list is marked, click anywhere inside of the list. Go to the top toolbar and click on the List option. There should be a checkmark next to either bulleted list or numbered list. If neither are checked then your list is not being classified as a list to a screen reader. You need to utilize the List option tool to re-mark your lists correctly.



Audio and Video

Any audio or video posted into D2L need to have the correct ADA compliance. For audio you need a text transcript. For video you need closed captions. Both of these can be accomplished using D2L's video editor tools.

By using the Video or Audio choice, D2L provides advanced editing options that allows automated closed captioning which also creates a transcript.

Check out this detailed "how to" that explains the route to uploading a video or audio into D2L and adding closed captions. [How To – D2L Video Editor](#)

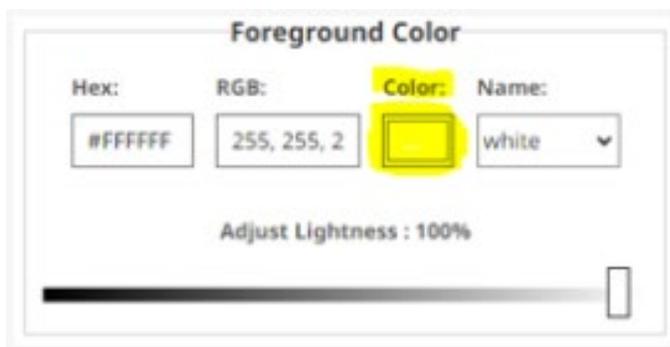
Color Contrast

D2L has the same color contrast requirements as required by all other online documents.

The rule to meet WCAG AA standards is a contrast of 4.5:1 for font below 18 points and 3:1 for font 18 points and above. ***There are ways to check your contrast, which I will describe below, but if you want to avoid having to check each time then focus on having a light color font on a dark background or a dark color font on a light background.** The more contrast, the better!

Checking Color Contrast

To check the contrast of a color, you will want to use [Deque's Color Contrast Analyzer](#). This website has three important areas: the foreground color, the background color, and the results. To change the color of the foreground and background, click on the box below the words "Color."



This will open a small window where you can pick your color. Click on the little dropper. This will allow you to use the dropper to select the color in your D2L post. It will give you a magnifying circle that you use to hover over the color in your D2L post. You will want to select the darkest color when using the dropper. Repeat this for the background color (which will be white in most cases).



Once you have selected both your foreground and background colors, you will see the results. Your goal is to have the ratio be equal to or higher than 4.5:1 if the font is below 18 points and 3:1 if the font is 18 points or above. In the example below, the color we used has a 4.6:1 ratio, which is compliant. Our goal is to meet AA standards. If your color meets AA but does not meet AAA, it is still compliant.

Foreground Color

Hex: RGB: Color: Name:

Adjust Lightness : 100%

Background Color

Hex: RGB: Color: Name:

Adjust Lightness : 50%

Result

Small sample text.
Large sample text.

Contrast Ratio = 4.60:1

WCAG Standard	Small Text	Large Text, UI Components, & Graphical Objects
AA	Pass	Pass
AAA	FAIL	Pass

***Note:** Be sure to check your font size. If the font is 18 and above, you only need to match Large Text AA for color contrast.

Emphasized Messages

If you are trying to portray an important message to your students using **Bold**, *Italic*, Underline, CAPS, **Highlight**, or **Color** screen readers will not pick these up. To help the screen reader know that you are giving out important information, put a * in front of the message. So now it will be ***Bold**, **Italic*, *Underline, *CAPS, ***Highlight**, or ***Color**. It is up to your discretion if the message is important enough to earn a * or not.

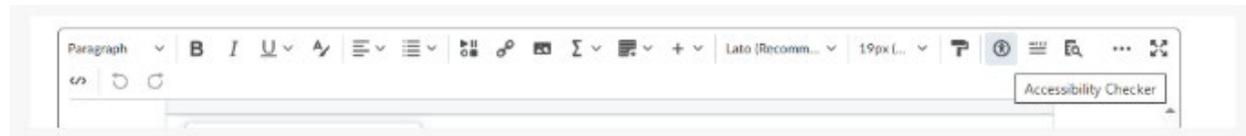
Here are a couple examples of sentences:

- ***ALL** homework is due by the end of Friday.
 - This sentence seems very important, it should get a * in front of ALL as it is underlined and in caps.
- There will be **SOME** people who do not want to wake up that early.
 - This sentence is not very important and the word **SOME**, even though it is in caps and bold, was used as a minor emphasis so it does not need a *.
- Messages in color should almost always have a * with it unless the color is the main font of the PowerPoint or document. For example, if I put one sentence in red but all my other font is black then it needs a *. If my entire Word font is in a dark blue, there is no emphasis to be had so it does not need a *.

Accessibility Checker

D2L's text editor does come with an accessibility checker. It is not as accurate as one of the PDF checkers but can still be used as a tool to see if any compliance was missed in the D2L post.

The accessibility checker is on the top toolbar in the far right.



Additional Assistance

If you need additional assistance, have ADA related questions, or would like to verify that you created an accessible Word document, send an email to zack.shanks@msutexas.edu.

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