

# Critical Accessibility Supports for Remote Teaching

## Accessible Documents

Documents provided on Canvas need to be accessible to students with disabilities. For documents created using the Microsoft Office Suite, the [built-in accessibility checkers](#) will provide feedback on errors and guidance on how to fix them.

Scanned PDFs are not accessible. If possible, [contact the library](#) to find a digital version of the scan.

## Text Equivalents for Audio and Video

For any recordings, either audio or video, a text equivalent must be provided. For audio, this is a transcript; for video, captions. The best way to create a text equivalent is to write a script and record from that. However, if that is not an option, you can use auto-generated captioning tools like [YouTube](#) or [otter.ai](#) to generate a transcript or caption file. You will need to edit the file to be accurate; auto-generated transcripts are typically only about 60%-70% accurate, which is unacceptable for students.

Make a text announcement in advance of a live video call informing students about the live meeting, and tell students to reach out to [AccessibleNU](#) if they need live captioning as an accommodation.

## Text Equivalents for Images

Any images included in the course site need a text description. In documents, the accessibility checker will advise on how to add a text description. In Canvas, the image uploader has a field for alt text, which is where you can add a brief description of the image.

## Add Extra Time to Quizzes

One of the most common accommodations is a request for extra time on quizzes, tests, and exams. In Canvas, you can set times for individual students, so those students who need time-and-a-half or double time can still have the appropriate accommodations in an online class. Follow this [step-by-step guide from Canvas](#) to learn how to add extra time on online quizzes. If you or your students have questions about this accommodation, please reach out to [AccessibleNU](#). If you need assistance setting up this feature, reach out to Canvas support (by clicking the Help icon on the Canvas menu or by visiting this [support page](#)) or schedule a [one-on-one consultation with Northwestern IT](#).

## Further Information

If you'd like to learn more about creating an accessible course in Canvas, check out [this tip sheet](#) or the [How Do I Make a Course Accessible?](#) site on SPS Distance Learning. This guide can be used in conjunction with other [remote teaching resources](#) provided on the Office of Distance Learning website and the [Facilitating Classes Remotely](#) guide provided by Digital Learning.