

How can I make my digital teaching resources inclusive?



University of Brighton

Existing web pages and blogs

Introduction

Web pages and blogs can be used to stage written, image-based and media content for projects and for student-facing learning resources.

Preparing

Review the content in your web page or blog.

- **For written content:** does your written content have a logical read order?
- **For image-based content:** have you included alternative text to describe the visual content?
- **For media (audio/video):** do you have closed captions and/or written transcripts?
- **For interactive content:** such as, hot-spot images; 360° image/video viewers; and learning objects. Do you have equivalent or descriptive information in a different format (e.g. PDF)?

Doing

All public facing web pages and blogs need to meet the [WCAG 2.1 AA](#) standards by law. Internal web pages and blogs for 'students' and/or 'all staff' audiences need to meet, or for existing sites, be working towards WCAG 2.1 AA compliance.

- ✓ **Do** use heading levels and clear paragraph sections. E.g. starting with Heading 1 or <h1>, then Heading 2 or <h2> and content as in paragraph or <p>.
- ✗ **Avoid** using images as buttons or using images to communicate key information such as categories of information.
- ✗ **Avoid** using colour alone to communicate an idea.
- ✗ **Avoid** copy and pasting content from Microsoft Word into online text editors. This can result in formatting and text spacing issues.
- ✓ **Do** create flexible content which works on mobile devices. In Edublogs, select a 'responsive' theme. Avoid using tables, unless you are using flexible <div> elements. Provide tables in a downloadable format (Word or PDF).
- ✓ **Do** add alternative text descriptions to images and provide longer written descriptions for complex images/diagrams. Specify the alignment of images, as shown in the screenshot below.

Keywords

digital, web, blogging, publishing online, accessibility, social media

Policy/Guidance

[Social media guidelines](#)

[Social media policy](#)

[IT regulations](#)

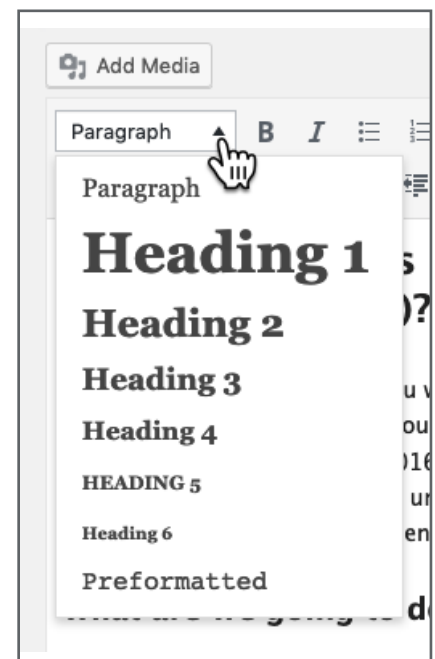
[Data protection](#)

[GDPR](#)

References

Understanding WCAG 2.1 (no date) GOV.UK. Available at: <https://www.gov.uk/service-manual/helping-people-to-use-your-service/understanding-wcag>

Sharepoint Team (2019) *Training workshops, User group and documents*. Available at: <https://staff.brighton.ac.uk/help/Pages/training.aspx>



Heading levels, as shown in an Edublogs. Highlight a section of text and then use these options to apply a heading level.

Image Details


Caption

Alternative Text

DISPLAY SETTINGS

Align

Link To



A screenshot showing how to add a caption, alternative text description and alignment to an image in an Edublog

- ✓ **Do** include a transcript to accompany audio files and closed captions for videos. If hosting videos on YouTube wait 15mins for the production of automatic closed captions. Review and [edit these captions](#) for accuracy.
- ✓ **Do** ensure that text colours can be clearly read on the background colour/s. You can perform a contrast checks using [WebAIM color checker](#) and [WAVE accessibility checker](#).

In an Edublog

- Activate the 'Print, PDF & Email by PrintFriendly' and the 'Divi Accessibility' plugins (from Dashboard > Plugins)
- In the Settings > WP Accessibility. Turn on the checkboxes for each of the options saving using 'update' the buttons in each section:
 - ✓ Enable 'Skiplinks'
 - ✓ Add 'accessibility toolbar' with fontsize adjustment and contrast toggle
 - ✓ Hide accessibility toolbar on small screens
 - ✓ Add Site Language and text direction to HTML element

Reflecting

- Check on the needs of your current students – are there any specific needs that you could better serve?
- Ask your students/audience how they are finding your site. You can ask for in-person feedback or place a feedback widget in your site.

Need help?

Check out the training and workshops available on the [Learning and Development pages](#).

For assistance with staffcentral pages and sharepoint sites, contact your [Portal Technology Advisor \(PTA\)](#), or [Service Desk](#).

For assistance with Edublogs contact your [Learning Technologies Adviser \(LTA\)](#).