

Selecting Accessible Course Materials

This one-page handout contains some basic strategies and resources for making sure that the content you are using for your course is accessible.

For more detail and additional information, please visit the Accessibility at Augsburg website:
<http://inside.augsburg.edu/accessibility>

Format Type	Strategies	Resources
Video	<ul style="list-style-type: none"> • Select videos with captioning or a transcript. • If using YouTube videos, turn captioning on. 	All Films on Demand videos contain captioning. Visit the Augsburg Library website to access Films on Demand: http://www.augsburg.edu/library
Audio	<ul style="list-style-type: none"> • If you use audio files in your course, a text transcript should be included 	
Documents (Word, PowerPoint, PDFs)	<ul style="list-style-type: none"> • Use an Accessibility Checklist to verify that your documents are accessible, including your Syllabus • Make in-class materials such as PowerPoint slides and handouts available in advance so that students can view them in an accessible format along with the rest of the class. 	Resources for creating accessible documents are available on the Accessibility at Augsburg website. Contact your LFC for a tutorial.
Text Books	<ul style="list-style-type: none"> • Look for textbooks that are available as accessible e-books. • Look to see if the textbook includes online or DVD content. If so, ask the publisher if it is accessible. • Order textbooks well in advance of the term (minimally, by the bookstore's order deadline) so that the CLASS office can assist students who need alternative formats such as Braille or electronic copies. 	The CLASS Office can assist in converting a textbook to an accessible format if textbooks are ordered well in advance of the term.