

# COURSE ACCESSIBILITY

## 5 EASY FIXES

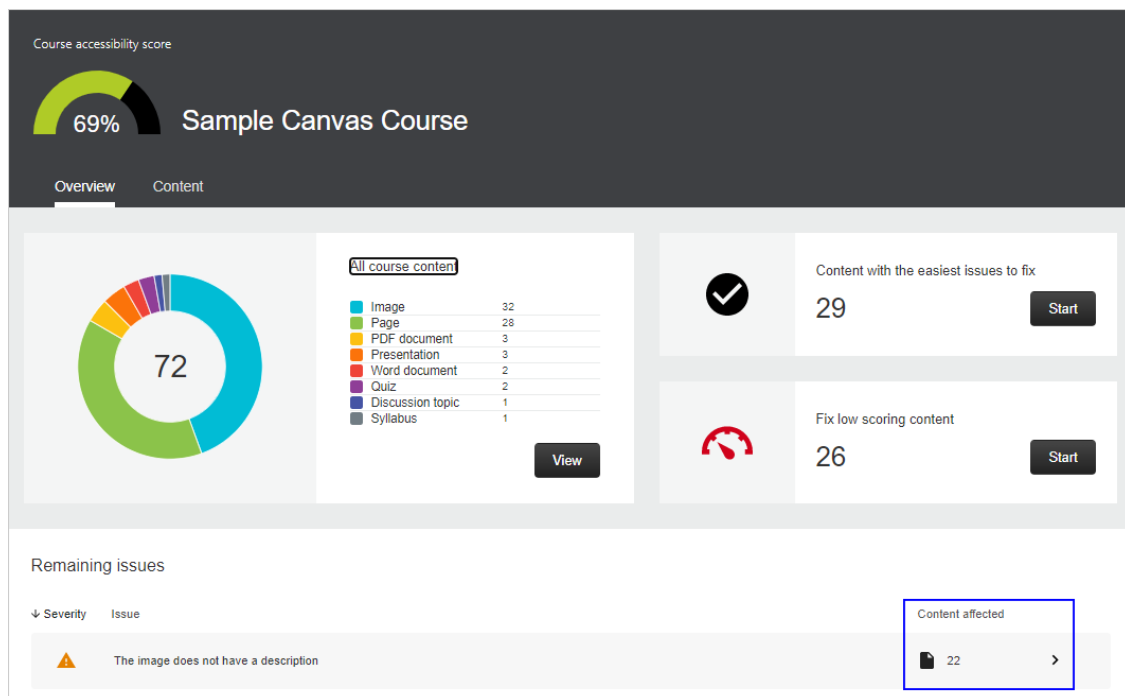
*This message to all faculty and staff has been approved by Dr. Sally McRorie, Provost and Executive Vice President for Academic Affairs.*

### Course Accessibility: Easy Fix #1

Need some simple fixes to improve accessibility? Over the next five weeks, the Office of Distance Learning will feature a series of tips for making course content more accessible. Easy fix number one is how to add a meaningful description to images in your Canvas course. **Images without descriptions are the most common accessibility issue in course sites and the easiest to address.** Students using assistive technology, like a screen reader, rely on image descriptions to understand what a picture or chart is showing.

#### How to Add Image Descriptions

The easiest way to add descriptions to the images in your course is to [open your Ally Course Report](#), scan the list of accessibility issues, and locate content flagged with “The image does not have a description.”



Once you click on the content affected, Ally provides a list of each image that needs attention.

The screenshot shows the Ally interface for a 'Sample Canvas Course'. At the top, a progress indicator shows 69% completion. A filter bar indicates 'The image does not have a description' with 21 items affected. Below this is a table of affected items:

Name	Issues	Score
course-banner_staff-orientation-1.png Image	2	19%
course-banner_staff-orientation-2.png Image	2	19%
course-banner_staff-orientation.png Image	2	19%

To the right of the table, a warning icon and text state: 'The image does not have a description' and '22 out of 72'.

Click on a file, and Ally will walk you step-by-step through the process. Not only will Ally help you add an image description quickly and effortlessly, it will explain what this particular issue means for students and provide instructions for writing a good and meaningful description.

## Make it Meaningful

When you write an image description, avoid entering an image title or file name. Instead, give a brief description conveying the full meaning of the image:

- In the example to the right, entering a title or file name for the image would fail to help students using assistive technology understand the content and context.
- A more meaningful description would be “5 boats traveling on the Thames with the Palace of Westminster and Big Ben in the background.”

## New to Ally?

The Office of Distance Learning enabled the course accessibility tool Ally in all Canvas courses and organizational sites in December 2020. Ally simplifies the process of converting course materials into formats *all* students can access. As you seek to improve the accessibility of your course, we encourage you to make use of our wide range of Ally support resources:

[Ally Resource Guide >](#) Get an overview of Ally and one-stop access to ODL support resources.

*Florida State University*  
*Office of Distance Learning*

The screenshot shows a detailed view of an image with a missing description. At the top, a progress indicator shows 25% completion. Below this is a warning icon and text: 'This image is missing a description'. To the left of the text is a small image of a boat on the Thames. Below the warning text are two buttons: 'What this means' and 'How to write a good description'. At the bottom, there is a text input field with the description: '5 boats traveling on the Thames with the Palace of Westminster and Big Ben in the background' and an 'Add' button.

[Ally Webinars >](#) Learn how to use Ally to improve the accessibility of your course materials.

[Ally One-on-One Consultations >](#) Work with ODL faculty or technical staff for individualized help with Ally.

[ODL Technical Support >](#) Get help with an Ally-related technical question or issue.

Please don't hesitate to contact us if you have questions. Thank you for all you do to foster inclusive learning at FSU.

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Questions? Visit us on the web at [odl.fsu.edu](http://odl.fsu.edu), [sign up for our newsletter](#), call [850-644-8004](tel:850-644-8004) Monday-Friday 8am-5pm, or [submit a ticket](#) to ODL Technical Support.