

# Quick(ish) Changes to Make your Course More Accessible



## Session Resources

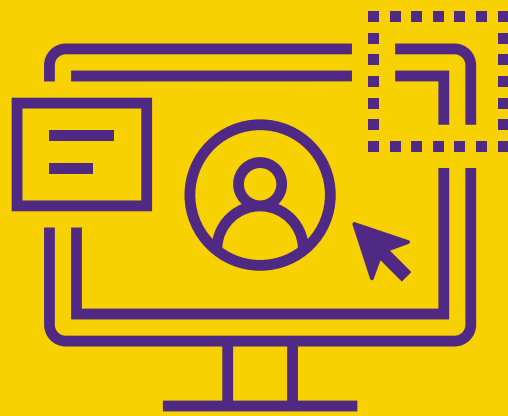
- Session will be recorded.
- Slide deck will be shared.
- Links to resources throughout presentation.
- [Book a consultation](#) with a CITL member!

# Agenda



## Accessibility

- Key ADA Changes
- YuJa Panorama
- Accessibility Process



## Course Design & Navigation

- Quicklinks
- HTML Pages
- TnTech Template
- Master Courses



## File Types & Naming Schemes

- Word/PowerPoint
- Built-in Accessibility Checkers
- Effective File Naming



## Wrap-Up

- Resources
- Questions/Comments

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# Accessibility





**When you think of  
accessibility, what is one  
word that comes to mind?**

Type your answer in the chat

# Key ADA Changes



Effective Date: April 24, 2026



All digital content must meet WCAG 2.1 Level AA standards.



Includes websites, mobile apps, documents (PDFs, Word, PowerPoints), multimedia content, and social media.

For more information, visit the [CITL Website](#).

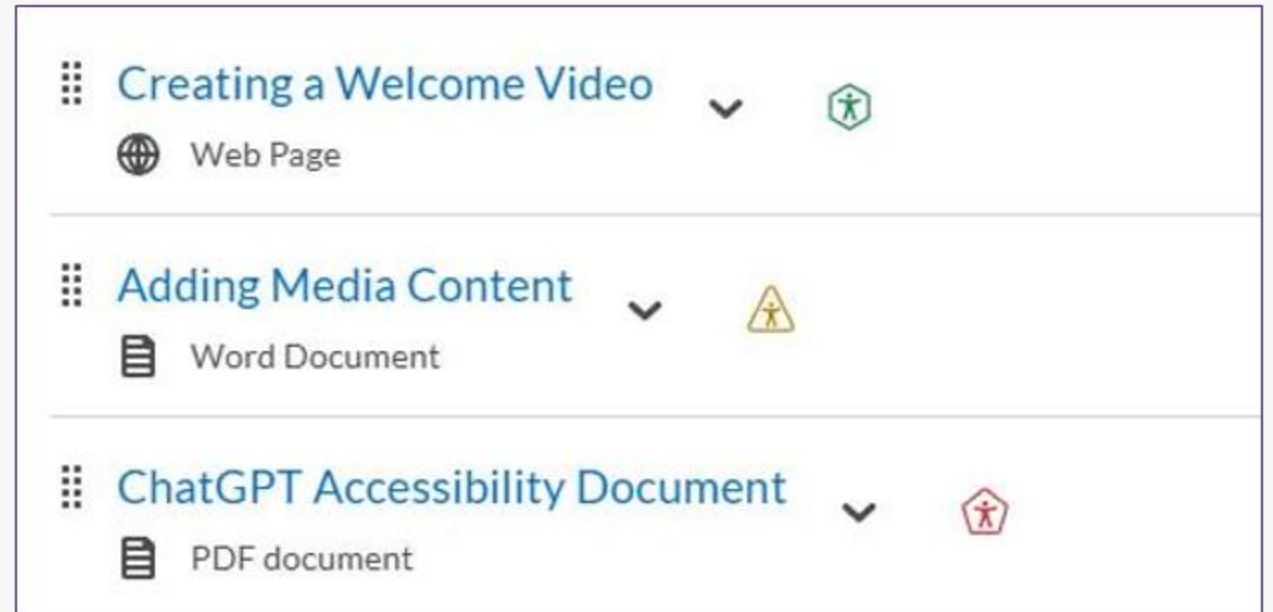
# YuJa Panorama

YuJa Panorama is a digital accessibility platform integrated with D2L Brightspace.

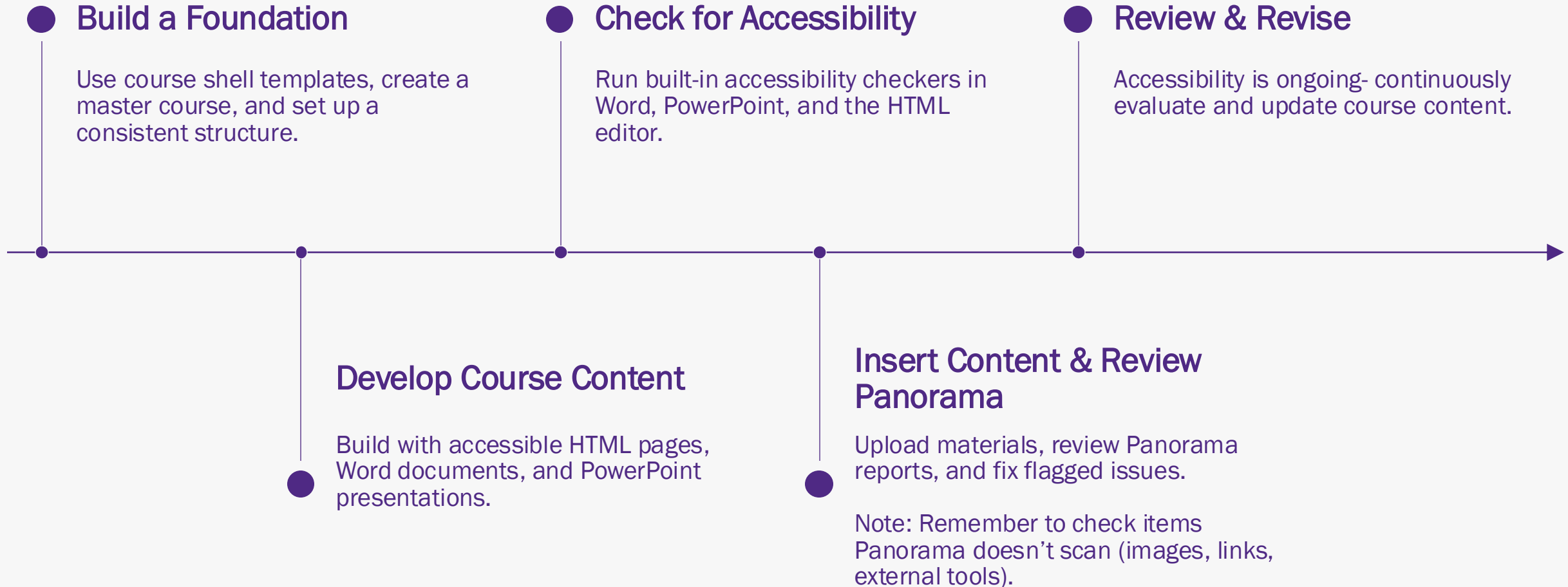
- Helps create more accessible course content
- Provides students with alternative formats to view content

Learn more on the CITL Website

- [Educator Resources](#)
- [Student Resources](#)

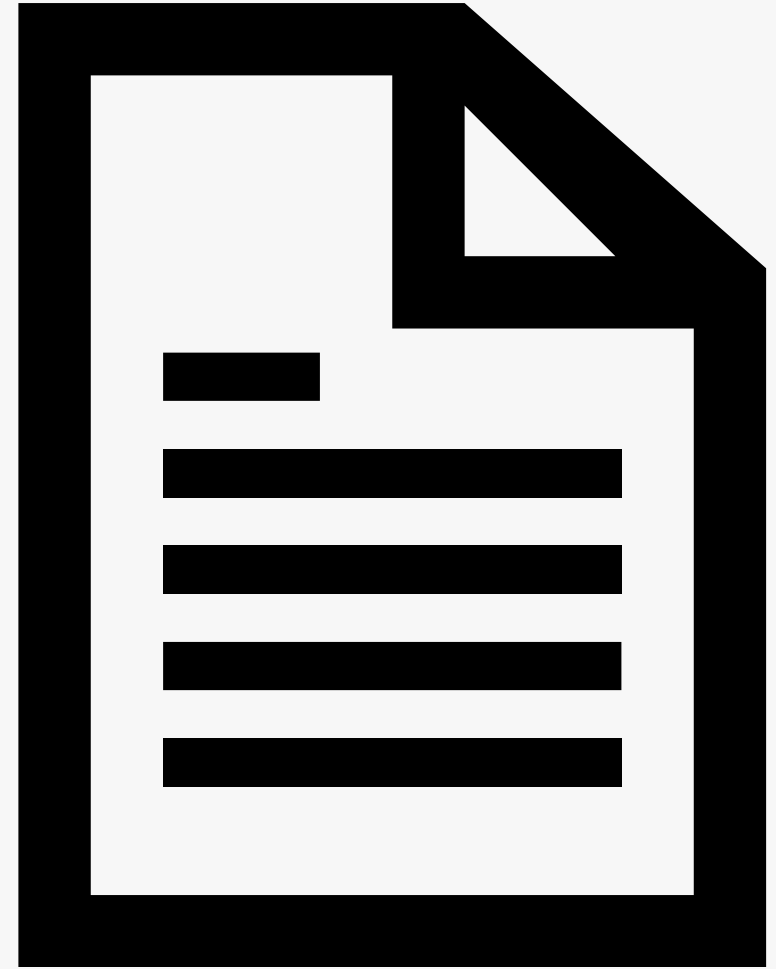


# Accessibility Process





# Course Design & Navigation





# Which of the following have you implemented in your courses?

(Select all that apply)

- Quicklinks
- HTML Templates
- TnTech Course Shell Templates
- Master Courses
- None of the Above

MS Poll

# Quicklinks

- Easy Navigation
- Reduces Confusion
- Enhances Course Organization
- Promotes Student Success

## Introduction Videos due Friday!

Posted Sep 5, 2025 2:05 PM

Hello, Emma!

Reminder: Your Introduction Video assignment is due this Friday!

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Posted Sep 5, 2025 2:05 PM

Hello, Emma!

Reminder: Your Introduction Video assignment is due this Friday!

You can access the assignment dropbox by going to Assignments in the purple navbar, then clicking on the "Introduction Video" assignment.

## Introduction Videos due Friday!

Posted Sep 5, 2025 2:05 PM

Hello, Emma!

Reminder: Your Introduction Video assignment is due this Friday!

Please submit to the [Introduction Video](#) drop-box by Friday at midnight.

Let me know if you have any questions.



## How to Insert a Quicklink

CITL 1010-500: Online Course Design Awesome Eagle

Content Assignments Quizzes Discussions Grades YuJa Media Panorama Course Tools ▾ Course Management ▾

## Edit Announcement - Welcome to Class!

### General

Headline \*

Welcome to Class!

☐ Display Author Information

Content \*

Paragraph ▾ **B** *I* U Lato (Recomm... ▾ 19px (... ▾

Hello, and welcome CITL 1010-001! I am Dr. Eagle, and I am truly excited to embark on this academic journey with each one of you. Brace yourselves for a semester filled with exploration, learning, and shared knowledge. To begin, start with Module 0: Welcome & Start Here. Let's make it a memorable and rewarding experience together! Remember to do Assignment 1. #WingsUp

Update Cancel

ion and restore it for those who dismissed it

# HTML Pages

## Why use HTML Pages?

- Accessibility
- Consistency & Branding
- Interactive
- Time Efficiency

## Resources:

- [Creating HTML Pages](#)
- [Creator+ Elements](#)
- [Creator+ Practices](#)

## Communication in Online Courses

In all modalities, students appreciate effective communication that keeps students informed and aware.

Select each item to learn more.

Share Expectations Early



Communicate Updates Consistently



Provide a weekly (via video note or written announcement/email if asynchronous) or beginning-of-class update (if in-person) regarding course materials, assignments, class meetings, etc

Provide Opportunities for Instructor-Student and Student-Student Communication



Open All Panels

### Tools:



- iLearn: [Discussion](#), Record Audio, Record Video, Turnitin (to digitally grade submissions online), Yuja media (for screen recording)
- Other instructional technology tools: Teams

# How to Insert HTML Pages

- Go to Content
- Select the Upload/Create Button
- Choose Create a File
- Click Select a Document Template
- Choose your preferred template

The screenshot displays the Blackboard LMS interface for the course 'CITL 1010-500: Online ...'. The top navigation bar includes links for Content, Assignments, Quizzes, Discussions, YuJa Media, Grades, Course Tools, Resources, and More. The left sidebar contains a 'Search Topics' search bar and a list of course items: Course Syllabus, Bookmarks, Course Schedule, Table of Contents (44 items), Module 0: Start Here (11 items), Module 1: Introduction to Online Course Design (9 items), and Learning Materials (3 items). The main content area shows the 'Module 1: Introduction to Online Course Design' page. It features a 'Print' button and a 'Settings' gear icon. Below the title, there is a dropdown arrow and a text prompt 'Add dates and restrictions...'. A large banner image for 'Module 1' is displayed, featuring the Tennessee Tech logo. At the bottom of the page, there are buttons for 'Upload / Create', 'Existing Activities', and 'Bulk Edit', along with a chat icon and a 'Colla' button.

# TnTech Course Shell Templates

## Prebuilt Course Shell

- TnTech Branding
- HTML Templates Embedded
- Direct consultation from your college's instructional designer

[Request Now](#)

TnTech Shell Course Template  
Center for Innovation in Teaching and Learning

# Master Courses

## Master Course

- Empty Course Shells
- No students enrolled
- Ability to copy components each semester

[Request Now](#)

Learn/D2L Master Course

Center for Innovation in Teaching and Learning

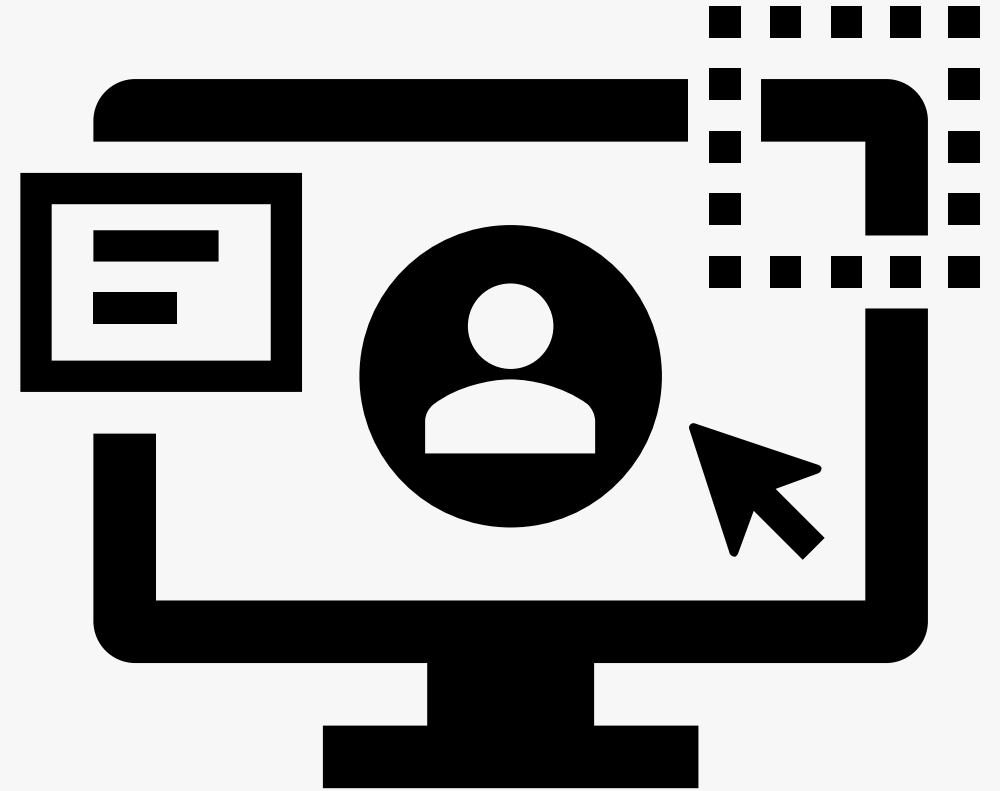




# What do you do to make your course easier to navigate?

Type your answer in the chat

# File Types & Naming Schemes



# Word/PowerPoint Accessibility Best Practices

Adding the original file to iLearn is more accessible (as opposed to converting to PDF)

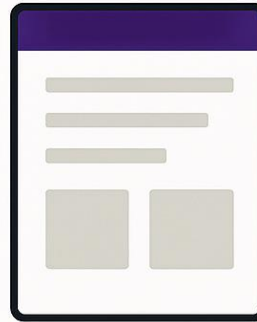
Things to Consider:

- Consistent Layout
- Heading Structures
- Color Contrast
- Alt Texts on Images

Resource:

[Document Accessibility](#)

## ACCESSIBILITY



**CONSISTENT  
LAYOUT**



**HEADING  
STRUCTURES**



**COLOR  
CONTRAST**



**ALT TEXT  
ON IMAGES**

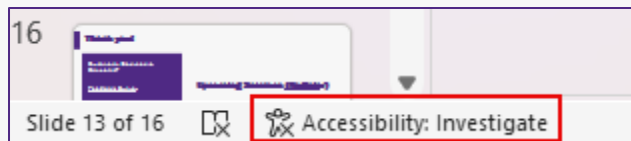
Created Using Copilot on 09/05/2025

# Built-in Accessibility Checkers

- Use the built-in accessibility checkers in Word and PowerPoint before adding the file to iLearn.
- The app version is recommended over browser.
- Easy to navigate and fix.

## Resources:

- [How To Use The Accessibility Checker In Word](#)
- [Make Your Powerpoint Presentations Accessible](#)



Accessibility Assistant

Color and Contrast

Hard-to-read text contrast

Media and Illustrations

Missing alt text10

Missing audio or video subtitles

Tables

Missing table header

Use of merged or split cells

Document Structure

Missing slide title

Duplicate slide title

Check reading order6

Default section name

Duplicate section name

Document Access

Restricted access

# Effective File Naming



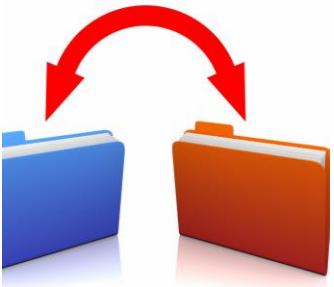
## Benefits of Clear Naming

Consistent file names make navigation easier for everyone and improve the usefulness of Quicklinks. This saves time and reduces confusion.






## What to Include


A good filename includes the course code and topic for context and identification.



## Good vs. Bad Example




A file named 'BIO101\_Chapter3\_Enzymes.pdf' gives context, while 'Document1.pdf' does not and leads to confusion.


 **mitres\_18\_001\_f17\_ch02.pdf**  

 PDF document

**Calculus** by: Gilbert Strang (Chapter 2, pg. 90)

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 **MATH1720\_Ch2\_Derivatives**  

 PDF document

**Calculus** by: Gilbert Strang (Chapter 2, pg. 90)

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# Wrap-Up



# Thank you!

Questions, Comments,  
Concerns?

[Feedback Survey](#)

Resources:

- [How to Insert a Quicklink](#)
- [Creating HTML Pages](#)
- [TnTech Course Shell Template](#)
- [Master Course Request](#)
- [Document Accessibility](#)
- [Accessibility Checker in Word/PowerPoint](#)

## Upcoming Sessions ([Register](#))



Sept. 23: Fixing Issues in Panorama



Sept. 30: Assessments with AI