Brightspace Accessibility Checklist

Templates

When creating a file, choose **Select a Document Template** and choose a _v3 template.

Font and Colour

Use basic serif or sans-serif font; minimum size 16px. Use **Font** and **Font Size** menus to set font.

Avoid long blocks of all caps and italics and reserve underline for hyperlink text.

Ensure font has 4.5:1 contrast ratio against the background colour. Highlight text and choose **Select Color** on the toolbar. Pick a colour and verify accessibility with the contrast checker.

Do not use colour alone to emphasize or differentiate information.

Headings

Highlight text and select appropriate Heading # from the **Format** menu on the editor toolbar. Use only one Heading 1 per page, but there can be multiple Heading 2, Heading 3, Heading 4, etc. Do not skip heading levels.

Alt Text

To add accessible images:
1. Click **Insert Image** on the toolbar.
2. Upload your file and click **Add.**
3. Enter a description in the **Alternative text** field or check **Mark as decorative.**

To add alt text to existing images, right-click on the image and choose **Image.** Enter an **Alternative Description** or check **Image is decorative.**

Improperly tagged images will be flagged by the Accessibility checker.

[Everything you need to know about alt text.](#)

Hyperlinks

To add a link:

1. Add text that describes the link destination.
2. Highlight the text.
3. Select **Insert Quicklink** on the toolbar (or press **CTRL k** or **CMD k** on macOS).

4. Select **URL.**
5. Paste the URL in the URL field, click **Insert**.

Do not paste raw URLs. Avoid "click here" "see..." "read more" to ensure hyperlinks are meaningful.

Tables

Use the **Insert Table** tool to add tables.

Ensure tables have headers; to mark header cells:

1. Select header cells.
2. Click on **Table** menu in editor toolbar.
3. Choose Cell > Cell Properties.
4. Select Row Header or Column Header in Cell type menu.
5. Click **Update.**

Avoid nested tables, split, or merged cells. For complex tables, place your cursor in cell A1 and press **Tab** repeatedly to verify logical reading order.

Add a caption to a complex table using the **Table** menu > **Table Properties.** Check **Show Caption** and click **Save.** Type a descriptive caption in the **Caption** placeholder text below the table.

Lists

Highlight the content to be made into a list and select **List > Bulleted List** for groups of items or **Numbered List** for steps in a process.

Uploaded Files and Linked Content

When uploading a document, ensure it is accessible. When linking to content, try to choose accessible resources.

Add captioned media via YouTube, Kaltura, or H5P.

Accessibility Review

Run the **Accessibility Checker** on the second row of the editor toolbar.

Use the **Listen** button on a published page to verify reading order.

Ensure no content flashes more than 3 times per second.