

Accessibility & Inclusivity

in your digital programme

	To check before/during design	<input checked="" type="checkbox"/>
1	Captions and transcripts Sugg: Upload video scripts as transcripts or use transcription technologies	<input type="checkbox"/>
2	Clear language Sugg: Write using jargon-free, simple language. Add glossaries for new terminology	<input type="checkbox"/>
3	Alt-text for images Sugg: Use this decision tree to learn alt text best practices	<input type="checkbox"/>
4	Intuitive structure Sugg: Use headings and subheadings from the outset	<input type="checkbox"/>
5	Format variation Sugg: Include different content types, eg. videos, animations, graphics, and polls	<input type="checkbox"/>
6	Assistive technologies Sugg: Build your programme with these in mind, for example screen readers	<input type="checkbox"/>
7	Keyboard navigation Sugg: Ensure your programme is navigable with only a keyboard	<input type="checkbox"/>

	To check after publishing	<input checked="" type="checkbox"/>
1	Non-obligatory cameras Sugg: Allow learners to keep their cameras switched off during live lectures	<input type="checkbox"/>
2	Assistive technologies Sugg: Ensure your programme stays compatible as assistive tech changes	<input type="checkbox"/>
3	Flexible timelines Sugg: Be flexible in your deadlines and offer reasonable accommodations	<input type="checkbox"/>
4	Inclusive community Sugg: Include discussion boards and encourage engagement	<input type="checkbox"/>

For more information, read our full article [here](#).