

# Accessibility Tips for Remote Instruction

## SMU Tools that Help Provide Accessibility

**Office 365      Zoom      Canvas      Panopto**

Content Type	Accessibility Tip	Information	Resource Links
<b>Zoom</b>	<ul style="list-style-type: none"><li>• Chunk Longer Recorded Lectures Into Organized Segments</li><li>• Provide Session Transcripts</li></ul>	<ul style="list-style-type: none"><li>• Recordings links can be sent via email or Canvas announcements</li><li>• Transcripts:<ul style="list-style-type: none"><li>○ Zoom emails you when transcripts are ready</li><li>○ Transcripts need to be reviewed and edited as needed</li><li>○ Transcripts can be placed in Box or Canvas for student use</li></ul></li></ul>	<a href="#">Zoom Transcripts</a>
<b>PowerPoint Slides</b>	<ul style="list-style-type: none"><li>• Run Accessibility Check</li><li>• Check color contrast</li><li>• Provide alternative text for images</li><li>• Create tables and graphs in PPT</li></ul>	<ul style="list-style-type: none"><li>• Accessibility check will walk you through any issues and provide tips to fix them</li><li>• Some color combinations cause difficulty.</li><li>• Alternative text explains images to students who cannot see the images</li><li>• Tables in PPT will have accessibility built into the design, but a screenshot of a table cannot be read by a screen reader.</li></ul>	<a href="#">PowerPoint</a>  <a href="#">Color Contrast Checker</a>
<b>Canvas</b>	<ul style="list-style-type: none"><li>• Rich Content Editor Checker</li><li>• Moderate quizzes for extra time</li><li>• </li></ul>	<ul style="list-style-type: none"><li>• Rich Content Editor has a button to push to check accessibility and offer tips</li><li>• Moderate Quizzes lets you extend time or add attempts to individual students</li></ul>	<a href="#">Rich Content Editor Check</a>  <a href="#">Moderate Quizzes</a>
<b>Video</b>	<ul style="list-style-type: none"><li>• Caption videos</li><li>• Provide Transcripts</li></ul>	<ul style="list-style-type: none"><li>• Panopto auto-generates captions, and you can edit them right on the screen</li><li>• Download captions to create a transcript</li><li>• Place transcript in Box or Canvas for easy access</li></ul>	<a href="#">Editing Captions</a>

## Help and Online Resources

IT Help Desk: 214-768-4357  
DASS: 214-768-1470

[help@smu.edu](mailto:help@smu.edu)

Recorded webinars, help guides, and other learning tools are available on the OIT Website ([smu.edu/oit](http://smu.edu/oit))