## Accessibility Tips for Remote Instruction

### SMU Tools that Help Provide Accessibility

*Office 365  *  *Zoom  *  *Canvas  *  *Panopto*

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| **Zoom**     | • Chunk Longer Recorded Lectures Into Organized Segments  
• Provide Session Transcripts | • Recordings links can be sent via email or Canvas announcements  
• Transcripts:  
  o Zoom emails you when transcripts are ready  
  o Transcripts need to be reviewed and edited as needed  
  o Transcripts can be placed in Box or Canvas for student use | [Zoom Transcripts](#) |
| **PowerPoint Slides** | • Run Accessibility Check  
• Check color contrast  
• Provide alternative text for images  
• Create tables and graphs in PPT | • Accessibility check will walk you through any issues and provide tips to fix them  
• Some color combinations cause difficulty.  
• Alternative text explains images to students who cannot see the images  
• Tables in PPT will have accessibility built into the design, but a screenshot of a table cannot be read by a screen reader. | [PowerPoint Color Contrast Checker](#) |
| **Canvas**   | • Rich Content Editor Checker  
• Moderate quizzes for extra time  
• | • Rich Content Editor has a button to push to check accessibility and offer tips  
• Moderate Quizzes lets you extend time or add attempts to individual students | [Rich Content Editor Check](#)  
[Moderate Quizzes](#) |
| **Video**    | • Caption videos  
• Provide Transcripts | • Panopto auto-generates captions, and you can edit them right on the screen  
• Download captions to create a transcript  
• Place transcript in Box or Canvas for easy access | [Editing Captions](#) |

### Help and Online Resources

| IT Help Desk: | 214-768-4357  
help@smu.edu | Recorded webinars, help guides, and other learning tools are available on the OIT Website (smu.edu/oit) |
| DASS:        | 214-768-1470 | |