Moodle: Accessible Content
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**Scope of this Guide**

Instructional content added to a Moodle course must be accessible. This guide will primarily cover how to make content created within the Moodle text editor accessible. For uploaded files, refer to the accessibility guides for the program used to create the file. This guide briefly discusses the accessibility requirements for multimedia. To benefit the most from this guide, you should be familiar with the basic functionality of the Moodle text editor.

**Moodle Text Editor**

**Expand Text Editor Tool Bar**

First, expand the text editor tool bar by clicking on the first button at the far left of the toolbar. This will reveal additional tools.

![Text Editor Tool Bar](image)

**Use Styles to Establish the Page Structure**

Use styles in the text editor to format the page text. Use the heading styles to format headings for major sections and subsections of the text.

![Use Styles](image)
**Bulleted and Numbered List Buttons**

When creating a numbered list or bulleted list, use the bulleted and numbered list buttons in the text editor. Place a period at the end of each list item to indicate the end of the list item.

![Bulleted and Numbered List Buttons](image)

**Include Text Descriptions of Images and Graphics**

Images and graphics should contain Alt Text, a text based description of the image. Just before inserting the image, type a short description in the image description field.

![Include Text Descriptions of Images and Graphics](image)
Set Up Table Headers
Create tables using the Moodle text editor or copy and paste a table from Word into the text editor. Once the table is created or pasted, configure the table with headers and a caption (title) to make it accessible.

1. Right click the first cell in the first row.
2. In the menu, click on **Cell > Table cell properties**.
3. Set the **Cell Type** to **Header**.
4. Adjust the **Scope** to **Column**.
5. Repeat for each additional header.

**NOTE**: When creating a table in Microsoft Word to paste into Moodle, do not use the Repeat as Header Row option in Word. Configure all header options in the Moodle text editor.
Add Table Title (Caption)

1. Click anywhere on the table to select it.
2. Find the Table button in the text editor and click on it.
3. Mark the checkbox for Caption.
4. Click Update to save the changes.
5. Click above the first row to type the table title.
Hyperlinks
Create hyperlinks with Display Text and avoid pasting in lengthy web addresses.

1. Type several helpful words that describe the link, then highlight the text.
2. Click on the link chain icon in the text editor.
3. Paste in the web address into the Link URL field.
4. Click on Target to decide whether the link should open in the same window or a new window.

Check and Retain Text Formatting from Word
If you’ve used styles in Word to add a heading structure to your text, then ensure when the text is pasted into Moodle, the styles and heading structure are preserved. The Moodle text editor allows you to paste text directly from Word while preserving the headings. Check that it has been preserved by using the Path info bar at the bottom of the text editor.

1. Click on one of the headings.
2. Check the Path info bar.

This heading in Word used the heading 1 style. Notice that the Path info bar indicates that it uses h1, the HTML tag for heading 1. Click on the next heading, the Path info bar would indicate h2 or heading 2.
For any file uploaded to Moodle, be sure to check the file for accessibility. This includes Word, PowerPoint, and PDF files. Refer to the accessibility guides for each of these file types.

**Multimedia**

Video clips should be captioned and audio clips should have a transcript.

**Online Video**

If linking to a video online, check to see if the video player on the host website features a Closed Caption option. Youtube is a popular video platform and features Closed Captioning options. All videos submitted to Youtube receive automatic captioning, although the accuracy may be low.

![YouTube video player](https://via.placeholder.com/150)

Youtube also features an interactive transcript, which let viewers see all the spoken words. Clicking on the words within the transcript plays the video from the point where those words are spoken.

![YouTube transcript](https://via.placeholder.com/150)

**NOTE**: If you have the actual video file, consider uploading it to Youtube. Control who can view the video by adjusting the privacy settings. In this way, you can take advantage of the automatic captioning. You can also adjust and correct the auto captions to increase accuracy. See the Uploading Video to Youtube guide for more information.
Color and Contrast

Using color is fine, but make sure when reproduced in grayscale, there is sufficient contrast between items.

Red   Red
Green Green
Blue  Blue
Cyan  Cyan
Magenta  Magenta
Yellow Yellow
Black Black
Gray  Gray

If color is the only distinguishing characteristic between two or more items, then consider using another method. To differentiate text, consider size, bold, and italics. For line graphs, use dotted or dashed lines.

Exercise caution when presenting colored text with a colored background. Sufficient contrast must exist between the text and the background.