**Get Started Checklist**

Teaching Workshop Accessibility Awareness

**1. Clean Up Course Files**

* Go to your course menu
* Click on **Files**
* Delete **old**, **unused**, or **duplicate** files to save storage and reduce clutter

**2. Enable the Ally Course Accessibility Report**

* Navigate to **Course Settings**
* Click the **Navigation** tab
* Find **Ally Course Accessibility Report**
* Drag it into the top menu and **Save**

**3. Review & Fix Issues in the Ally Report**

* Open the Ally Report
* Fix flagged documents (Ally provides step-by-step guidance)

**4. Use Built-in Accessibility Checkers**

* Use accessibility tools in apps like **Word, PDF, Excel**, and others

**5. Use the Canvas Accessibility Checker**

* In the Rich Content Editor, click the icon that looks like a **black circle with a person raising their arm**
* Follow the prompts to fix any accessibility issues

**6. Use High-Quality Images**

* Make sure images are **clear** and **not pixelated or blurry**

**7. Add Alt Text to All Images**

* Provide a short, meaningful description so screen readers can interpret the image

Attend [Academic Innovation upcoming **trainings**](https://faculty.utsa.edu/events/category/academic-innovation/) to keep current on accessibility practices.

For more information and support contact the Academic Innovation Digital Accessibility team at [digitalaccessibility@utsa.edu](mailto:digitalaccessibility@utsa.edu).