# Accessibility in Canvas

| Accessibility Best Practice | Canvas Features to Support | How To Guide |
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| Reinforce text with images, audio, videos | When editing a Canvas page, use the rich content editor in Canvas to organize text with headings, insert images, video, or media to supplement text (always use text as the primary method). | [What is the Rich Content Editor?](http://bit.ly/CanvasRCE)  (http://bit.ly/CanvasRCE)  [Add image to Canvas page](http://bit.ly/CanvasImage) (http://bit.ly/CanvasImage)  [Add video to Canvas page](http://bit.ly/2iTp9vZ) (http://bit.ly/CanvasUploadVideo)  [How to use headings in Canvas](http://bit.ly/CanvasHeadings) (http://bit.ly/CanvasHeadings) |
| Provide alt-text for images | Use the rich content editor to add alt text to images on Canvas pages. | [Add alt text to images in Canvas](http://bit.ly/CanvasAltText) (http://bit.ly/CanvasAltText) |
| Provide captions or transcripts for media | When making audio or video recordings, use a script and link to the script below the recording.  If you do not use a script, be sure to get your video/audio captioned (you can create captions manually, or check with your school about purchasing a caption/transcription service). | [How to embed your script (a document) onto a Canvas page](http://bit.ly/CanvasLinkFile) (http://bit.ly/CanvasLinkFile)  [How to caption a video recorded in Canvas](http://bit.ly/CanvasEditClosedCaptions) (http://bit.ly/CanvasEditClosedCaptions) |
| Help organize content and identify key ideas, concepts, and patterns by chunking material | When chunking material on a Canvas page, use headings to add section titles (allowing someone using assistive technology to navigate between each section and gives your page more structure).  Use modules to arrange materials by topic/unit. | [How to use headings in Canvas](http://bit.ly/CanvasHeadings) (http://bit.ly/CanvasHeadings)  [How do I add a module?](http://bit.ly/CanvasModule) (http://bit.ly/CanvasModule)  [How do I add content to a module?](http://bit.ly/AddToModule) (http://bit.ly/AddToModule) |
| Remove unnecessary navigation buttons | Hide unnecessary course navigation buttons to make it easier to navigate Canvas when using assistive technology.  Reorder menu to have most important/frequently used items at the top. | [Hide and reorder Course Navigation Menu](http://bit.ly/CanvasNav) (http://bit.ly/CanvasNav) |
| Use multiple question types within quizzes/exams | Use the different question types available in Canvas quizzes to ensure students have different ways to demonstrate their understanding. | [Creating quizzes in Canvas](http://bit.ly/QuizQTypes) (http://bit.ly/QuizQTypes) |
| Give one student addition time for a quiz/exam | If a student needs extended time on a quiz, you can moderate the quiz to allow only one student (or multiple) extra time. | [How to add time to a quiz for one student](http://bit.ly/ExtendTime) (http://bit.ly/ExtendTime) |
| Give students a choice of assignment format (if possible – this may be difficult for some disciplines) | Canvas allows multiple assignment submission formats. Use the assignment settings to specify which formats are allowed.  Use the rubric tool to clarify the outcomes students must meet in the assignment. | [Submission types in Canvas](http://bit.ly/SubmissionType) (http://bit.ly/SubmissionType)  [How to create an assignment rubric](http://bit.ly/CanvasRubric)  (http://bit.ly/CanvasRubric) |
| Give options for assignments, drop lowest grade | First, you must create an assignment group that houses all of the options. Then, set an assignment group rule to drop the lowest number of grade(s) (if giving 3 options, you can drop lowest 2). | [How to create assignment groups](http://bit.ly/AssignmentGroup) (http://bit.ly/AssignmentGroup)  [How to drop lowest grades in an assignment group](http://bit.ly/AssignmentRules) (http://bit.ly/AssignmentRules) |
| Make sure files uploaded to Canvas is accessible | Use ALLY to identify and fix inaccessible files that are uploaded to Canvas. | [Accessible Course Handouts](http://bit.ly/CanvasCourseHandouts) (http://bit.ly/CanvasCourseHandouts) |