# Coursera Accessibility Checklist

For general accessible LMS design guidelines, see the [Accessible Course Design Fundamentals](https://go.illinois.edu/a11ydesignchecklist).

## Use Headings to Provide Logical Structure

1. Enable **Edit** mode in the top right corner of your screen.
2. Click on the **Styles** dropdown menu on the left side of the screen ("Body" is displayed as the default style).
3. Select the appropriate heading level, starting with **Heading 2**.

## Use Ordered/Unordered Lists to Group Related Items

1. Enable **Edit** mode in the top right corner of your screen.
2. If not already selected, set the text style to **Body**.
3. Select the appropriate list tool from the toolbar.

## Use Headings to Introduce a Table and Provide Column Headers

* In lieu of table captions, use a heading to introduce each table.
* Mark the first row as **Column Headers** (Coursera does this by default).
* If the page contains multiple tables, they should be numbered, e.g., “Table 1: Name,” “Table 2: Name” etc. so they can be reference in the text.

## Use Accessibility Descriptions for Informative Images

1. Enable **Edit** in the top right corner of your screen.
2. Click on the image you'd like to add a description to.
3. Select **Accessibility Description** from the pop-up menu.
4. Write a description in the description box.
5. Click **Done** to save the description.
6. If you need an image in a second place with a separate description, upload a second copy to the Coursera library with the new description.

## Use Meaningful Text for Links

Avoid link text like “more,” “click here,” or “here” that has no clear meaning out of context. Clear link text is helpful for everyone, especially assistive technology users who often pull up a separate list of links on a page that need to make sense out of their immediate context.

1. Enable **Edit** mode in the top right corner of your screen.
2. Type your desired link text.
3. Highlight the text.
4. Select the **Insert Link** option from the toolbar.
5. Copy the URL to your clipboard.
6. Paste the URL into the **URL Link** field.
7. Click **Done**.

## Audio and Video Content is Accessible

* Audio-only content is accompanied by a transcript.
  + See [Make Your Course Accessible – Audio Transcripts](https://citl.illinois.edu/citl-101/teaching-learning/make-your-course-accessible/captioning-transcripts-and-audio-description#audiotranscripts) for more information.
* Videos have captions that are at least 99% accurate.
  + See [Make Your Course Accessible – Video Captioning](https://citl.illinois.edu/citl-101/teaching-learning/make-your-course-accessible/captioning-transcripts-and-audio-description#videocaptioning) for more information.

## Multi-language Content is Accessible

* Learners who want to adjust the **interface language** for their individual preferences can do so by [changing the account language](https://www.coursera.support/s/article/360059569172-Change-your-account-language?language=en_US).
* For **multi-language courses** (e.g., a language class that teaches the Korean language), there is no way to add language attributes directly to page content authored in the Coursera editor. To ensure multi-language content is read by assistive technology like screen readers and other text-to-speech assistive technology, the workaround is to upload a Word document that has been formatted for multiple languages. Here are the steps for doing so:
  1. [Add language markup to the Word document](https://citl.illinois.edu/citl-101/teaching-learning/make-your-course-accessible/document-accessibility-guides/word-accessibility-guide#language).
  2. [Sign into Coursera](https://www.coursera.org/login).
  3. Upload the Word document by following the instructions for [embedding file attachments in Coursera](https://www.coursera.support/s/article/360039540792-Using-the-Text-Editor-in-the-Course-Authoring-Tool#media) (note: you must be logged into Coursera to access these file attachment instructions).

## Additional Resources

* [Coursera Tools and Features for Enhancing Accessibility](https://citl.illinois.edu/citl-101/teaching-learning/make-your-course-accessible/learning-management-system-accessibility/coursera-accessibility-guides/coursera-tools-and-features-for-enhancing-accessibility)
* [Using the Coursera Rich Text Editor in the Course Authoring Tool](https://www.coursera.support/s/article/360039540792-Using-the-Text-Editor-in-the-Course-Authoring-Tool) (login required)

**Important:** If you are working with a student with a letter of accommodation for accessible documents in your course, you must reach out to [DRES Accessible Media Services](http://dres-accessible-media@illinois.edu./) ([dres-accessible-media@illinois.edu](mailto:dres-accessible-media@illinois.edu)) for assistance.