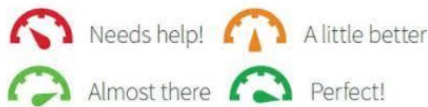




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## Introduction



Ally is a plug-in on Brightspace that

provides alternative format files to the ones you have uploaded, allowing students to access and use materials in a format that suits their needs. A small colour-coded dial appears next to each file you upload, scoring how accessible it is.

To help achieve a high Ally score, as you update or create your lecture slides, use the following tips to ensure they are accessible.

## Checklist

- Ensure your presentation is properly structured using the slide layouts and reading order functions.
- Use a font that is sans-serif (examples of this are Arial or Calibri) and a minimum size 24.

- Do not use underlining or block capitals. If you wish to emphasize some text, apply bold or italics, but only to two or three words at a time.
- Use good colour contrast (you can check colour contrast using WebAIM Checker), and do not use just colour to convey information.
- Add Alt(ernative) text to images and graphs.
- When using tables, identify the header row(s). They also need to have alt text included.
- Use descriptive URL links, rather than 'click here' or 'Learn more.'
- If embedding videos, include edited captions – you can generate and edit closed captions using YouTube, or YuJa, UCD's video management system. (You can find more information about YuJa on the IT Knowledge Base).
- Consider uploading the file to Brightspace in its original (Microsoft) file format once completed as it provides more flexibility for students when studying; if you prefer to save it as a PDF file, ensure that when you are saving it, you select the option to document the structure for accessibility.



You can also [use the Microsoft Accessibility Checker](#) to highlight any accessibility issues, and provide tips on how to amend them.

You can find more information about making your content digitally accessible on the UCD Access and Lifelong Learning website at [Guidelines for Accessible Learning Resources](#).

Sources: [Powerpoint Accessibility](#), WebAIM;  
[Make your PowerPoint presentations accessible to people with disabilities](#), Microsoft 365  
Support