To determine whether an HTML syllabus meets accessibility guidelines, we must first navigate to the HTML editor. The icon with the green line and globe indicates that this is an HTML file. To navigate to the HTML editor, click the action arrow next to your document, and select "Edit HTML."

Headings

We're going to determine whether or not this document used headings correctly in much the same way as we did when working with a Microsoft word document. Instead of the little blue box in the styles ribbon, we're going to keep our eye on the heading dropdown menu. Click on a line that you determine should be a heading and then look at the heading dropdown menu. Here we can see that this heading has indeed been designated as a heading one. The next line that I believe should be a heading is indeed designated as a heading 2. Notice the "response standard for email and assignments." This is a line that I would like to see as a heading as well. When I click on it, notice that that dropdown menu stays on "paragraph." To change this to a heading 2, I am going to highlight the entire line, and then select heading 2 from the dropdown menu. Note that the settings for each heading differ from course to course depending on the default settings. But as long as each heading is properly indicated in the dropdown menu, it meets accessibility guidelines.

Lists

When determining if a list meets accessibility guidelines, simply click on any item in the list. There are two separate indicators in the HTML editor that tells us if a list is accessible. For unordered lists—that is, lists with bullet points instead of numbers—check to see that the list icon is illuminated. Notice also that the dropdown menu changes from paragraph to "format." For ordered lists—that is, lists using numbers—then simply look for the "format" change in the dropdown menu. If neither of these indicators illustrate that the list is accessible, simply highlight the entire list, and select the list icon.

Hyperlinks

We know that in order for hyperlinks to be accessible, they must be clickable and also display a descriptive text that lets the user know where they will be directed to when they click. If a hyperlink is clickable, it will be blue and underlined. This hyperlink for example, is clickable, but does not contain a descriptive text. Instead, we see a bunch of letters and numbers with no indication about where that link will take me. To make this accessible, simply highlight the URL and then click the hyperlink icon. This will prompt the "Insert Quicklink" dialog box. Select URL. Paste the URL in the URL box, and then write a descriptive text in the "title" option. Click "insert."

Tables

To determine whether an included table is accessible, verify that it has a heading row that indicates the content of each column. In this case, we see that the header row indicates that the first column contains the letter grade, and the second column contains the total points. If this table did not contain a header row, you would click the first row of the table, then click dropdown arrow next to the table icon. Then select "insert row before."