SYLLABUS AND CV ACCESSIBILITY
GUIDELINES AND TROUBLESHOOTING TIPS

Accessibility for Course Syllabus and Instructor CV

Regardless of whether or not a faculty member uses the accessibility template provided or their own file for their syllabus/CV, the document must be accessible for individuals with different abilities to read your documents. The Accessibility Checker in Word finds most accessibility issues and explains why each might be a potential problem for someone with a disability.

Since all instructor's CV and course syllabus are required to be posted online, per, HB 2504, it is important that faculty members ensure that their CV and syllabi are accessible, regardless of the teaching format of the course.

How to run Accessibility Checker in Word 2016 for Windows:

1. Click on the "File" tab on the left end of the ribbon.
2. On the "Info" page, click the "Check for Issues"

as they do not violate any accessibility rules. Faculty can change font, size, and style as they normally would to any text in the "Font" section of the Home tab.

To apply these font settings to all text in a particularly heading:

1. On the "Home" tab, move the mouse over different headings in the "Styles" gallery.
2. Right-click on the heading style you wish to .6 (u)-0(t)-6 (y)95tsl n the M nadf e" np-3.2 (gh)0.7 (w)-6.4 (n)3.4 (n)

Check Reading Order of Table:

2. Delete the blank spaces in order to remove the error. In some cases, your document may have repeat blank pages for aesthetic reasons. There are solutions to keep the aesthetic look while keeping the document accessible.
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Questions

For questions or assistance, please contact Abigail De La Mora at 361-593-3098 or at abigail.delamora@tamuk.edu