# How to Create an Accessible Electronic Syllabus With Template

This Accessible Electronic Syllabus Template is provided to help you create an accessible electronic syllabus or update a previous syllabus to make it accessible electronically. The syllabus is both the road map and the rule book for your course. We need to make sure that our syllabi are accessible to every student in every class—at both the undergraduate and graduate levels—no matter how they may need to take in the information to understand it best.

Providing your syllabus to students in electronic format, perhaps on a Blackboard web site, allows them to access the syllabus in whatever way works best for them. They can change the size or color or type of font and then read it in print or on the screen, or they can use a software program to read the syllabus to them. But **they can do this only if** the syllabus is formatted in ways that are compatible with the standards for accessibility used by most software. Instructions for how to use the template are provided below.

## What makes this template accessible?

The key accessibility feature of the template is the way the headings and body text have been created using the Styles function in Microsoft Word.

Formatting the section headings in the template with the “Heading 2” style button, for example, is an easy way to make sure that all headings at that level look alike, which will help the student navigate and decode the information in the document. It is also an easy way for you to make sure that the formatting is consistent throughout the document. (This is MUCH easier than changing the size and font of each heading individually!)

More importantly, when you use a style button to format various sections of text (different levels of headings, body text, emphasis, etc.), each section is given an electronic tag naming its style. Then when a student accesses the document using screen reading software (which reads the document out loud), the software also reads the tags, thereby helping the listener understand the structure of the document and the information contained in it. **Try to imagine making sense of a document without being able to see how it’s organized, and you’ll appreciate how crucial this is.**

### For more information on Styles in Microsoft Word:

* Consult the online Word Help feature from within Word
* Read any of the commercially available manuals on Word

### The links below will provide more information on creating accessible content in Microsoft Word or html:

* <http://www.webaim.org/techniques/word/>
* <http://www.webaim.org/techniques/fonts/>
* <http://www.webaim.org/techniques/textlayout/>

### The links below will provide more information on web accessibility standards (also useful for creating course content in Office applications):

* <http://www.webaim.org/standards/wcag/checklist>

## How to use the Accessible Online Syllabus Template to Create or Update Your Syllabus

This template contains a variety of elements that might be used in a course syllabus and examples of what those entries might look like. There are two simple methods to enter your own content into the syllabus template.

### Direct Input Method

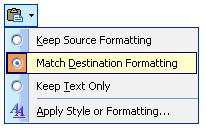
1. Save the template on your computer. Create a copy and rename the copy for your course. Follow the steps below in your course copy of the template.
2. Delete the first three pages (these instructions) and any elements that do not apply to your course.
3. Highlight any text that you want to change (either heading or body) and type directly over it. Text in the template will be replaced with yours, and the formatting will remain.
4. Make sure you have replaced all blue sections in the template with your own content or deleted the sections you do not want to include in your syllabus. To return all text to black, Select All (using Control+A) then use the following key commands: Alt-H, FC, A. You can also select a font color on the Home Tab of Microsoft 2007 by using the down arrow next to the A with a color below it as seen here:

Screen view of the FONT menu from the Home Tab of Microsoft Office 2007

Note: If you wish to use colored text in your electronic syllabus, remember that it is not a good idea to convey important information in red or green because of the high incidence of color blindness related to these two colors.

### Copy and Paste Method

You can transfer text from your previous syllabus to this template with the Copy and Paste functions in Word.

1. Save this template on your computer. Create a copy and rename the copy for your course. Follow the steps below in your course copy of the template.
2. Delete the first three pages (these instructions) and any elements that do not apply to your course.
3. Open both your previous syllabus and this syllabus file in Word.
4. In your previous syllabus, copy the text that you want to transfer.
5. In the template, highlight the corresponding text that you want to replace.
6. Paste your copied text over the highlighted text in the new template.
7. A Paste function icon will appear next to the copied text. Paste icon in Word
8. Click on the downward arrow in this icon and choose the “Match Destination Formatting” option in the pop down list.   
   
9. The Style and Formatting of the pasted text will conform to that of the template.
10. Make sure you have replaced all blue sections in the template with your own content or deleted the sections you do not want to include in your syllabus. To return all text to black, Select All (using Control+A) then use the following key commands: Alt-H, FC, A. You can also select a font color on the Home Tab of Microsoft 2007 by using the down arrow next to the A with a color below it as seen here:

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**If you have questions about using this template or want to add other material to your syllabus but aren’t sure how to keep it accessible, please contact the LTC’s Office of Learning Resources at 937-229-2066** (phone) or via 937-229-2059 (TTY for deaf hard of hearing).

When you are finished creating your syllabus using the template, delete these 3 instruction pages from the file if you haven’t already. You should then have a clean syllabus starting with the title of your course.

# Course Title

Course Number, Section Number, Semester & Year

## Course Information

Class Days/Time: (Days and time)

Classroom: (Building and room number)

Pre/Co-Requisites: (If none, delete this row)

Instructor: (Your name)

Office Location: (Building and room number)

Telephone Number: (area code) (telephone number)

Email Address: (Your email address)

Office Hours: (Day, time, place)

### Course Web Page

All course materials such as the syllabus, major assignments, and handouts can be found on the course web site located at **(Insert course website address)**. If you have any problems accessing the site, please contact me immediately.

### Course Description

(Insert course description here.)

### Library Liaison

(Insert the name, email address, and other relevant information of your liaison for students with library research questions here.)

### Overall Course Goals or Objectives

(Insert goals and objectives here. Speak directly to the student.)

### Student Learning Outcomes

(Outcomes should be specific and measurable)

Upon successful completion of this course, you will be able to:

(insert learning objective)

(insert learning objective)

## Required Texts/Readings/Equipment

### Textbook/s

(Insert the complete textbook citation/s here including the ISBN. Indicate where to purchase. )

### Other Readings

(Insert the list of any additional readings here. Indicate how to access these readings.)

### Other equipment / materials requirements

(Include as necessary: e.g. if students need a VHS tape for recording, specific software to do homework, etc.)

### Technology Requirements for this Course

(Example: This course requires the use of a notebook computer that complies with the hardware specifications that were communicated to you by the Admissions Office. This course will require your use of the software applications in \_\_\_\_\_\_\_\_\_\_ (example Office 2013, etc). It is your responsibility to ensure you have a working computer with the required software installed and functional for this course. Details regarding your technical support options have been communicated to you by UDit. Training resources for using UD software can be found at [**http://training.udayton.edu**](http://training.udayton.edu).)

## Assignments and Grading Policy

(Insert brief descriptions of the number and types of assignments here, and indicate how each assignment is aligned with course learning outcomes. Include general information about due dates and specific information about assignment weights.

(Specify grading policies including how grades are determined, what grades are possible, whether extra credit is available, what the policy is for late or missed work, and what constitutes a passing grade for the course. Include the date of the final exam/s. If you grade on participation, indicate how participation will be assessed. )

## Classroom Protocol

(Insert your expectations for participation, attendance, arrival times, behavior, safety, cell phone use; etc. See examples below.)

All electronic devices including cell phones must be turned off and should not be visible at any time during class unless specifically directed by the instructor.

Notebook computers may be used in class for taking notes and specified in-class activities, not for instant messaging, email or other distractions unless otherwise instructed.

All email messages will be sent to you via your Valencia email, so you should be in the habit of checking that account every day or you should ensure that Google Apps forwards messages to another account of your choice. In addition, as a student in this class, you are expected to:

* Take ownership and responsibility for the conduct of the class.
* Always treat class members with respect.
* Be considerate and limit materials or actions that others might find distracting, such as conversations, work from other classes, newspapers, video games, etc.
* Be prepared to contribute to group and class discussions in a courteous, substantive, and thoughtful manner.
* Bring necessary materials to every class.

## Policies

### Intellectual Property Statement

### Academic Honesty

### Dropping the Course

### Student Evaluation of Teaching

## University Services

### Support for Your Learning in This Course

### Students with Disabilities

Provide information on accessibility, OSD, and the approved ADA statement here.

## Tentative Course Schedule

### Course Title Course Number-Section Semester- Year

(List the agenda for the semester including when and where the final exam will be held. Indicate the schedule is subject to change with fair notice and how the notice will be made available. )

| Week | Date | Topics, Readings, Assignments, Deadlines |
| --- | --- | --- |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |
| 11 |  |  |
| 12 |  |  |
| 13 |  |  |
| 14 |  |  |
| 15 |  |  |
| 16 |  |  |
| Final Exam |  | Venue and time |