

Top Tips for Accessible Learning and Teaching

- 1. Make it easy to read.** Printed documents should be written in a sans serif font, at least 12 point with 1.5 line spacing and left justified. There should be high contrast between text and background and text should be in upper/lower case.
- 2. Make it available online.** Printed handouts should be made available online to students. The electronic version should be easy to read, in plain text and with explanations of charts and pictures. As students may enlarge the font, avoid page number references.
- 3. Promote inclusivity.** Choose images that celebrate diversity. Avoid jargon and explain terms fully before you abbreviate. Try to anticipate the needs of disabled students to avoid the need for individual adjustments.
- 4. Provide recordings.** A recorded lecture with a transcript will support a wide variety of learning needs. If you speak clearly a transcript can be produced automatically. Describe images in detail to assist students with visual impairments. Lecture capture software can include search, content list and variable speed playback features.
- 5. Make your lectures engaging.** Always face forward when speaking and do not move around too much. Speak clearly and not too quickly. Use a microphone in lecture theatres or when you cannot be heard clearly. Some students may require a sound enhancement system. Repeat student questions to the whole group.
- 6. Produce effective slides.** If you choose to use slides, use a large font for text and avoid using too many words (25 is often cited as a maximum). Images will need to be described for the visually impaired. Avoid the use of flashing images. Make slides available beforehand.
- 7. Make online materials accessible.** Follow the Accessibility Guidelines given by organisations such as JISC. These guidelines cover the principles of design, colour, typography and accessible software compatibility. Consider using the Web Content Accessibility Guidelines (WCAG).
- 8. Find out about assistive technology.** The Learning Resources Centres (LRCs) make available software for converting text to speech, magnification on screen and mind mapping. They offer specialist hardware such as digital recorders, reading pens and ergonomic mice and keyboards.
- 9. Familiarise yourself with Library support.** The Disability Adviser (in the LRC) can support students who require help in retrieving books, having books transferred between campus libraries or a proxy loan. The Assistive Technology Trainer can also provide support.
- 10. Seek advice.** If you cannot understand a student's Study Needs Agreement requirement or how to make a necessary adjustment for an assessment, ask a Disabled Students Coordinator (DSC) in Student Wellbeing.

