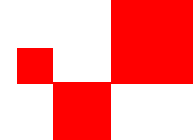


Accessible Canvas Part 2

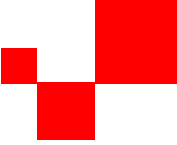
Summer 2026

cli@illinoistech.edu



Agenda

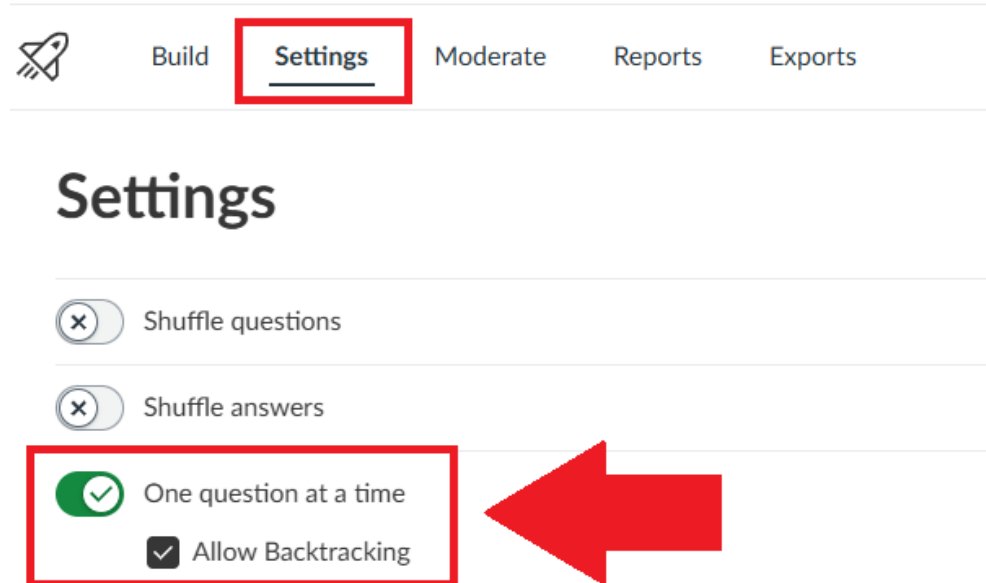
- Accessible Canvas Elements
 - Quizzes
 - Assignments
 - Discussions
 - Canvas Pages
 - Accommodations
- Accessible Class Sessions & Recordings
 - Zoom
 - Panopto
- Manage Unused Files



Quizzes

Quizzes

- Set a generous time window (e.g., 72 hours) for all students
- Enable One Question at a Time to reduce cognitive load



Quizzes Cont.

- Use clear, simple language (avoid long or complex wording)
- Create equations with Equation Editor or [MathJax](#) (not images) for screen reader access



$$f(a) = \frac{1}{2\pi i} \oint_{\gamma} \frac{f(z)}{z - a} dz$$

Beautiful and accessible math in all browsers

Quizzes Cont.

- Add alt text for all images
- Avoid hotspot questions; use accessible formats (MCQ, short answer)

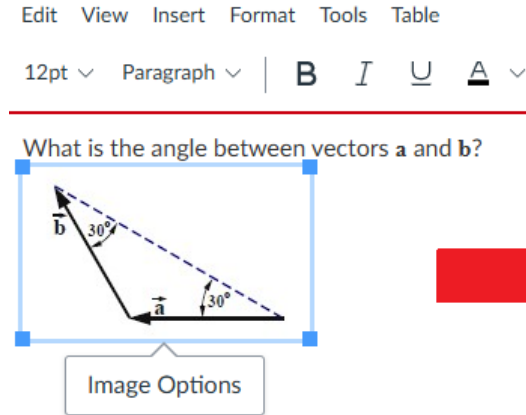
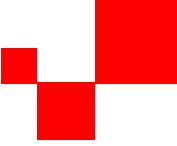


Image Options ×

Alt Text ?

A vector diagram showing two black arrows connected head-to-tail. The left arrow, labeled **b**, points upward, and the lower arrow, labeled **a**, points left. A dashed blue line connects the tip of **b** to the end of **a**, forming a triangle. Two interior angles are labeled 30° : one between the dashed line and vector **b** at the upper left, and another between the dashed line and the horizontal baseline at the lower right.

☐ Decorative Image



Assignments

Assignments

- Write clear, step-by-step instructions (numbered steps)
- Include the rubric directly in the assignment (not just syllabus)

Class Assignment

[Publish](#)[Assign To](#)[Edit](#)[⋮](#)[Related Items](#)

Assignment: Solve a Linear Equation

1. Read the problem carefully and identify the equation you need to solve.
2. Solve the equation by isolating the variable. Show each step of your work.
3. Check your answer by substituting your solution back into the original equation.
4. Enter your final answer in the answer box or upload a clear photo/PDF of your completed work, then click **Submit Assignment**.

Points 200

Submitting a text entry box or a file upload

Due

For

Available from

Until

-

Everyone

-

-

[+ Create Rubric](#)[🔍 Find Rubric](#)

Assignments Cont.

- Ensure all attached files are accessible (Word, PPT, PDF)
- Avoid scanned PDFs; use OCR+ accessibility checks
- Set proper due dates + “Available Until” dates
- Use Assign To for individual extensions (avoid changing for all students)

Class Assignment

 Publish

 Assign To

 Edit



Assignment: Solve a Linear Equation

1. Read the problem carefully and identify the equation you need to solve.
2. Solve the equation by isolating the variable. Show each step of your work.
3. Check your answer by substituting your solution back into the original equation.
4. Enter your final answer in the answer box or upload a clear photo/PDF of your completed work, then click **Submit Assignment**.

Points 200

Submitting a text entry box or a file upload



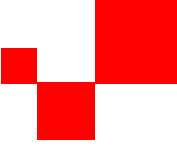
Assign To 

Lauren Woods  Start typing to search... 

Due Date	Time	
Jul 16, 2026 	11:59 PM 	Clear
Available from	Time	
Jul 7, 2026 	12:00 AM 	Clear
Until	Time	
Jul 16, 2026 	11:59 PM 	Clear

 Add

Cancel Save



Discussions

Discussions

- Write clear discussion prompts and instructions.
- Use headings and short paragraphs for readability.
- Add alt text to images and use descriptive links.
- Encourage students to use the Accessibility Checker in the Rich Content Editor (RCE) before posting.



Khashayar Vafaiifakhr (*he/him/his*) AUTHOR | TEACHER

Created Jul 7 12:29pm | Posted Jul 7 12:29pm

Discussion: Study Strategies That Work

Instructions

Think about a study strategy that has helped you learn effectively.

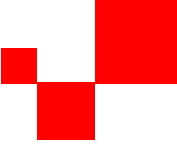
In your initial post (100–150 words), answer the following:

- What study strategy do you use?
- Why does it work for you?
- How could another student benefit from trying it?

Then, reply to **at least two classmates** by asking a question or sharing a helpful suggestion.

Due Date: Sunday, July 12 at 11:59 PM

Reply



Canvas Pages

Canvas Pages

- Use headings to organize content.
- Add alt text to images.
- Write descriptive link text. Avoid using "Click Here", "This Link", etc.
- Use the Rich Content Editor (RCE) Accessibility Checker before publishing your content.

⌚ Not Published

⋮

Assignment Name *

Class Assignment

12pt Paragraph B I U A T² 🔗 📎 🗑️ 📄 🔄 🌈 🏠 📏 ☰ ☷ ⋮

Assignment: Solve a Linear Equation

- Read the problem carefully and identify the equation you need to solve.

- Solve the equation by isolating the variable. Show each step of your work.

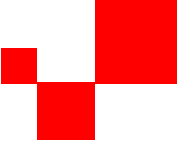
- Check your answer by substituting your solution back into the original equation.

- Enter your final answer in the answer box or upload a clear photo/PDF of your completed work, then click **Submit Assignment**.

📄 ⓘ 64 words </> + - ↗ ⋮

📄 ⓘ 64 words </> + - ↗ ⋮





Accommodations

Accommodations

- Extend assignment due dates for specific students (Assign To)
- Grant extra time on quizzes (Moderate Quiz settings)



Build

Settings

Moderate

Reports

Exports

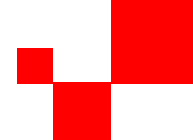
Return

Moderate

Speedgrader

Show All

Student	Attempts	Score	Time	Log	Accommodations	
Kanika Capoor	---	---	---	---	None	
Muhammad Khan	---	---	---	---	None	
Nitin Murali	---	---	---	---	None	
Kash Test	Attempt 1 / 1	100%	00:13	View Log	None	
Kelly TEST	---	---	---	---	None	
Lauren Woods	---	---	---	---	None	



Accommodations Cont.

[Build](#)[Settings](#)[Moderate](#)[Reports](#)[Exports](#)[Return](#)

Moderate

[Speedgrader](#)

Student

[Kanika Capoor](#)[Muhammad Khan](#)[Nitin Murali](#)[Kash Test](#)[Kelly TEST](#)[Lauren Woods](#)

Course Accommodation



Kash Test

These settings will be applied to all the quizzes in this course for this student **except for the already in-progress attempts.**

Assessment Settings

Time limit - unlimited

Time adjustments

None



None

Give additional time

Remove time limit (unlimited)

Time limit multiplier

[Cancel](#)[Save](#)

me

Log

Accommodations

None



None



None



x:13

[View Log](#)

None



None



None



Accommodations Cont.

[Build](#)[Settings](#)[Moderate](#)[Reports](#)[Exports](#)[Return](#)

Moderate

Student

[Kanika Capoor](#)[Muhammad Khan](#)[Nitin Murali](#)[Kash Test](#)[Kelly TEST](#)[Lauren Woods](#)

Course Accommodation



Kash Test

These settings will be applied to all the quizzes in this course for this student **except for the already in-progress attempts.**

Assessment Settings

Time limit - unlimited

Time adjustments

Give additional time



Hours

Minutes

1



30



☒ Reduced answer choices

☒ Apply these changes to the in-progress attempts as well

Cancel

Save

Speedgrader

me

Log

Accommodations

None



None



None



x:13

[View Log](#)

None



None



None



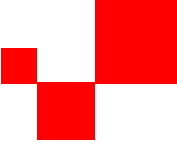
Canvas Accommodations Cont.

[Build](#)[Settings](#)[Moderate](#)[Reports](#)[Exports](#)[Return](#)

Moderate

[Speedgrader](#)[Show All](#)

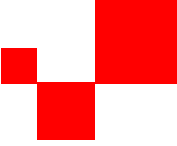
Student	Attempts	Score	Time	Log	Accommodations	
Kanika Capoor	---	---	---	---	None	
Muhammad Khan	---	---	---	---	None	
Nitin Murali	---	---	---	---	None	
Kash Test	Attempt 1 / 1	100%	00:13	View Log	Time: +1 hr 30 min	
Kelly TEST	---	---	---	---	None	
Lauren Woods	---	---	---	---	None	

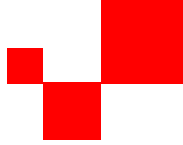


Class Sessions & Recordings



Panopto™



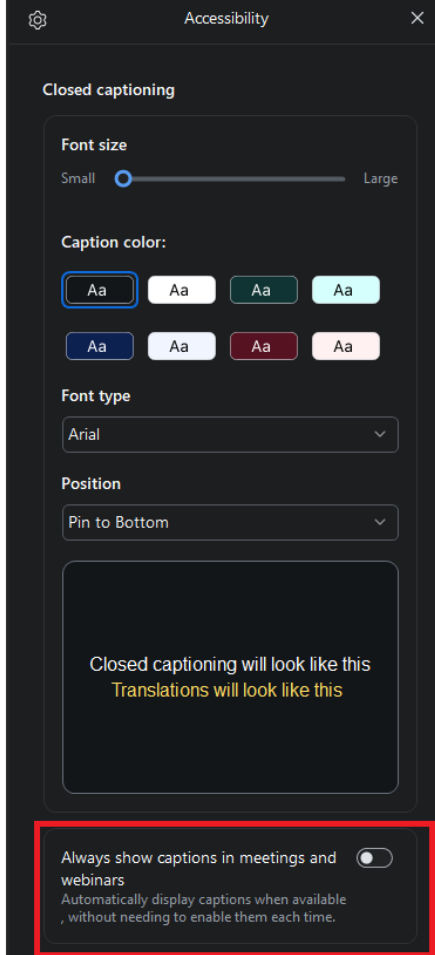
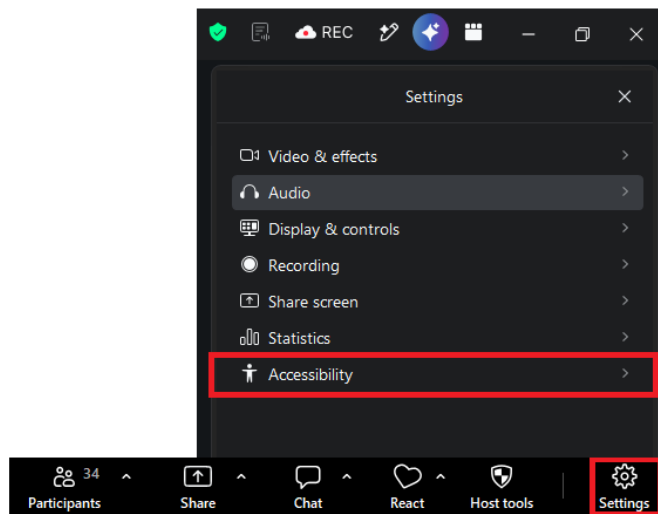


1. Enable Automated Captions

- In Zoom, go to **Settings** → **Meeting** → **In Meeting (Advanced)**.
- Turn on **Automated Captions (Closed Captions)**.
- During the meeting, click **Show Captions** to enable them.

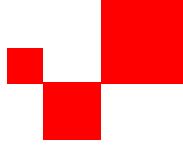


Enable Automated Captions



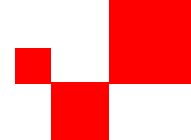
ILLINOIS TECH

Turn this on.



2. Record Sessions with Captions

- Schedule the meeting with **Cloud Recording** enabled.
- Zoom will automatically generate captions and transcripts after processing.
- Recordings will be available in Panopto after the meeting has ended.
- Make sure the **Tracking Field** is not empty while setting up the sessions in Zoom.



Record Sessions to the Cloud Automatically

Meeting Options

☒ Enable join before host

☐ Mute participants upon entry 

☐ Use Personal Meeting ID 8180848347

☒ Record the meeting automatically ☐ On the local computer ☒ In the cloud

1

2

Alternative Hosts

Example: mary@company.com, peter@school.edu

Tracking Field

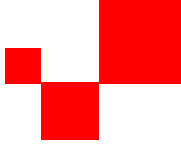
panopto_folder_context

1836

3

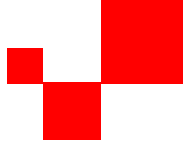
 Save

Cancel



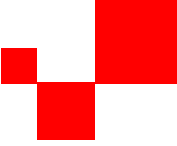
3. Share Materials Before the Meeting

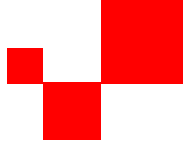
- Upload slides, handouts, or PDFs to Canvas Modules, Files, or the meeting page before class.
- Use accessible documents with headings, readable fonts, and alt text for images.



4. Describe Visual Content

- As you present, explain charts, images, and demonstrations aloud.
- Avoid saying only "as you can see here."
- Instead, briefly describe the key information displayed on the screen.



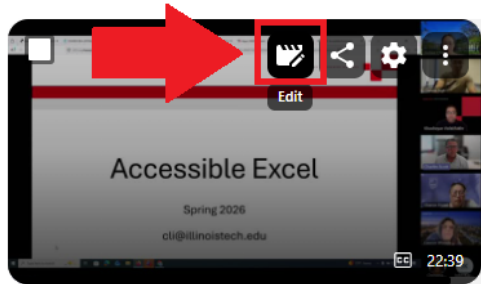


1. Review and Edit Captions

- After uploading your video, open it in Panopto.
- Select Captions from the left menu.
- Review and correct any caption errors.

Review and Edit Captions

1



2

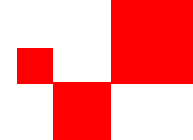


ILLINOIS TECH Powered by Panopto Accessibility Present

Details
Contents
Captions
Audio
Descriptions
Slides
Quizzes
Cuts
Streams

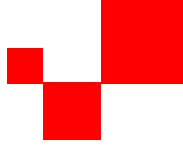
Language: English (United States) - ASR
Import captions

So today we're going to be covering how to make Excel files accessible.	0:03
Um, in your classroom. Uh, why make Excel files accessible?	0:07
Um, basically, an inaccessible spreadsheet is pretty much invisible to a screen reader.	0:12
Um, so anyone using a screen reader is basically not going to see or hear anything.	0:17
Um, and screen readers and assistive technologies help users with disabilities navigate, uh, spreadsheets like Excel.	0:23
Um, but they must be built correctly and put some forethought into putting them together.	0:31
Um, and, uh, the key areas that we're going to cover in the session, uh, is, uh, the worksheet set up.	0:36
Um, adding tab names, help text descriptions. Um, adding, uh, structure headers, uh, naming and alt text to tables.	0:42
Uh, for charts and images, uh, adding descriptions and alt text	0:50



2. Make Visual Content Accessible

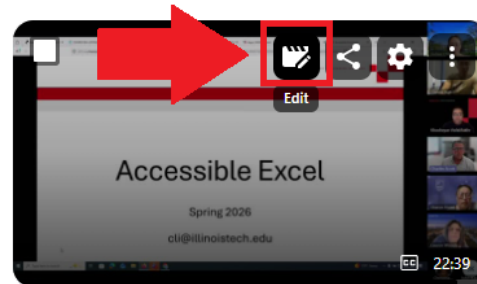
- Verbally describe important visual content during the recording (e.g., graphs, images, diagrams, and on-screen actions) so students who cannot see the screen receive the same information.
- For example:
 - Instead of saying, "As you can see on this chart..."
 - Say, "The bar chart shows enrollment increasing from 1,200 students in 2022 to 1,800 students in 2025."



3. Keep Videos Organized and Easy to Navigate

- Use meaningful video titles.
- Add Table of Contents entries to divide long videos into sections so students can quickly navigate to specific topics.

Keep Videos Organized and Easy to Navigate



ILLINOIS TECH Powered by Panopto Accessibility Present

Details

Contents

Captions

Audio

Descriptions

Slides

Quizzes

Cuts

Streams

Hide Smart Chapters

Accessible Excel 0:03

Why make Excel Files Accessible? 0:09

Step 1: Worksheet Setup 1:06

Step 1 Cont.: Worksheet Description 2:15

Step 2: Table Structure and Headers 3:03

Step 2 Cont.: Format and Name the Tab 4:21

Step 2 Cont.: Style, Alt Text, and Borders 5:24

Step 3: Accessible Hyperlinks 8:06

Step 4: Charts and Images 9:21

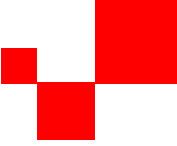
Step 5: Closing Tasks and Spell Check 10:57

Step 5: Excel Accessibility Checker 11:57

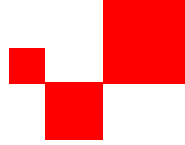
Conclusion 12:51

Enter a table of contents entry

Tt [Icons]

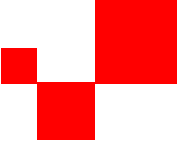


Manage Unused Files



Manage Unused Files in Canvas

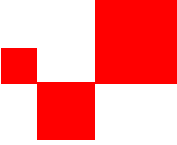
- Keep your course organized, accurate, and within storage limits (1GB) by removing unused files
- Remove unused files to free storage and reduce confusion
- Identify unused files by checking duplicates, old versions, and outdated content
- Use Validate Links in Content to find broken/outdated links
- Delete files from Files area (be mindful of linked or submitted files)



Digital Accessibility at Illinois Tech

For more information please visit:

<https://www.iit.edu/cli/digital-accessibility>



Thank you!

Q&A