

Accessibility

UM Accessibility Solutions

Overview

Accessibility Solutions is available to provide assistance with captioning any video/audio material used in a course where there is a student with a captioning accommodation through UM Students with Disabilities Services as well as creating new or retrofitting existing course materials to ensure accessibility for students who rely on assistive technology to access these materials. It is vital that any electronic course material (video, audio, Powerpoint, Word, PDF, website, digital tools) be accessible for students with accommodations through SDS.

Faculty Assistance

We are available to help with the creation and remediation of course materials, including captioning, for instructors who have a student with an accommodation for captioning or accessible materials. Please contact us through accessibility@olemiss.edu or call 662-915-1335 with questions or for assistance.

Do-it-Yourself Accessibility Resources

If you would like to explore creating or making your existing electronic material to meet the needs of a student with an accommodation, the following resources from the accessibility.olemiss.edu website will be helpful:

Step-by-Step Guides

[Creating an Accessible Microsoft Word Document](#)

[Creating an Accessible Microsoft Powerpoint Presentation](#)

[Accessible Web Design Basics](#)

*Due to the complexity of creating or remediating PDFs, it is recommended that you follow the instructions above for creating an accessible Word or Powerpoint file that is then saved to PDF. If you have existing PDFs, please email them to accessibility@olemiss.edu to verify accessibility, and if necessary, remediate the file.

Video Training Sessions

[Digital Accessibility YouTube Playlist](#)

Accessibility Basics

Doing the following when creating material that will be read or accessed on a computer or mobile device will increase accessibility for everyone:

- Use strong color contrast and avoid using color as only means of relaying information.
- Links should be descriptive, avoiding generic “read more” or “click here.”
- Use clear language and use adequate font size and sans serif font styles (Ariel, Calibri, etc).
- Use true bulleted and numbered lists instead of creating one with tabs and an asterisk or number.

If you have a student with an accommodation requiring accessible documents, the following must be done (accessibility@olemiss.edu is here to help any faculty needing assistance with document accessibility):

- The document should have a simple, logical structure (use built-in styles menu for Microsoft Word and PDF and use PowerPoint slide layouts).
- Any images, graphics, charts, etc., must include Alternative Text that adequately describes the visual element.
- Any video or audio must include accurate captions/transcripts.