**Improving Your Ally Score on Documents**

### Checklist for Improving your Ally score

While creating website content it is crucial to consider accessibility. There are a few basic steps that should be followed in order to assure your Ally score is increased:

Add built-in Headings to document and do not skip numbers (e.g. jumping from Heading 1 to Heading 3)

Use built-in List options (e.g. bullets or numbers)

Links should be descriptive text

Add Alt Text for all images

Define Table Headers and simplify Tables as much as possible

Use the built-in accessibility checker

### Helpful Information:

<https://help.blackboard.com/Web_Community_Manager/Administrator/Accessibility>

<https://support.office.com/en-us/article/accessibility-support-for-word-c014d8b8-4ef3-4a7a-935d-295663f3343c>

### Sample Table:

|  |  |  |
| --- | --- | --- |
|  | Start Time | End Time |
| Monday | 8:05 AM | 3:05 PM |
| Tuesday | 8:05 AM | 3:05 PM |
| Wednesday | 10:05 AM | 3:05 PM |

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