# Improving Your Ally Score for Google Docs

## 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:

[Blackboard WCM Accessibility Help](https://help.blackboard.com/Web_Community_Manager/Administrator/Accessibility)

[Make your document or presentation more accessible - Google Docs Editors Help](https://support.google.com/docs/answer/6199477?hl=en)

## Sample Table:

| **Day of the Week** | **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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