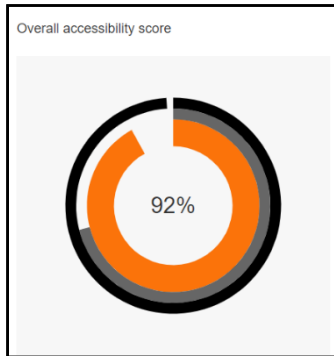# Improving Your Ally Score on Documents

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:

Overall accessibility score

92%

- 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 Accessibility Help Site

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

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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