# 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:

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

[Office 365 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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