McCausland College of Arts and Sciences
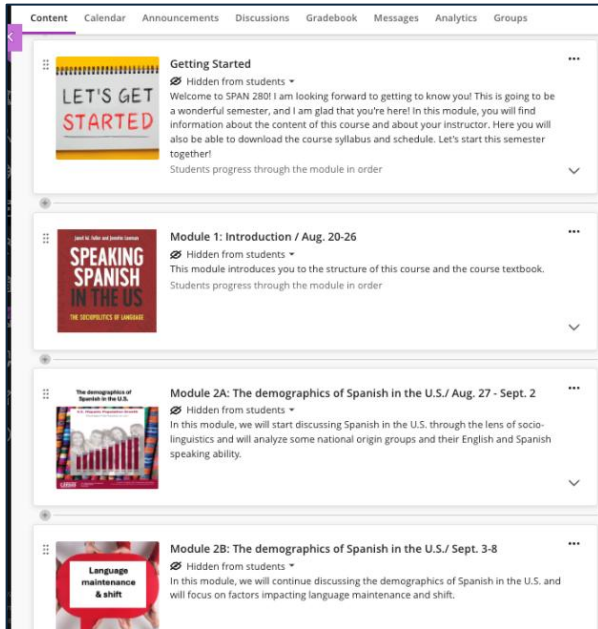UNIVERSITY OF SOUTH CAROLINA

Blackboard Course Design Accessibility Cheat Sheet

Following these design practices can make your Blackboard courses more usable by all students.

Organize Content

Use Blackboard's Learning Modules to group course content by week, unit, project, or another structure. Modules function as containers for organizing content and can contain folders, documents, links, assignments, exams, uploaded content, and more.

Organizing course content in modules makes it easier for students to navigate and locate what they need, and it helps them know exactly what they're expected to learn in each section.

Modules break instructional content into smaller, digestible amounts—helping learners focus on one concept at a time.

Did you know? Using modules, rather than placing all content on the home page, makes your course load faster on mobile devices and slow internet connections!

Be Consistent

- Give each module a clear title and consider adding an image for visual interest.
- Use a consistent structure across modules—for example, start with an overview or to-do list and end with a summary.
- Keep item titles consistent. If you update or replace content, make sure all references to it are updated throughout the course.

Utilize Formatting

- Follow accessible practices for text structure. Using the built-in text formatting tools makes pages easier to read and navigate for all students, particularly those using assistive technology.
- Avoid long, text-heavy pages that are hard to read and navigate. Instead, consider whether content should be grouped on one page or divided into smaller, more manageable sections.
- Formatting is also a powerful tool for chunking your content, a strategy that can help manage the cognitive load required throughout a learning task.

Review Uploaded Content

- **Before uploading Word documents, PDFs, or slide decks to Blackboard, make sure they are accessible.** You can use Microsoft's built-in accessibility checkers or refer to the cheat sheets from the Digital Accessibility Office.
- Review the Blackboard Ally score of your uploaded course content. Click the score icon to see recommendations for improving accessibility.