

Accessibility Toolkit – A Tool for Accessibility in the Unite! Metacampus. User Manual

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Please note: The user guide is based on the website [Accessibility Toolkit - Tool for Accessibility in the TeachCenter](#) by TU Graz Educational Technology, also licensed under [CC BY 4.0 International](https://creativecommons.org/licenses/by/4.0/). Slight adaptations have been made to the content and arrangement of content, and figures were substituted.

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Did you know that with a few simple steps, you can automatically have your Metacampus space checked for accessibility? The **Accessibility Toolkit** is a feature integrated in the Unite! Metacampus that provides a report of how accessible your courses are and gives you advice on what might need correcting. This document explains how the toolkit works and provides tips for common mistakes and how to correct them, ensuring that all your students can use your spaces regardless of their ability or whether they are using assistive technologies.

1 Activating and using the Accessibility Toolkit

1.1 What is the Accessibility Toolkit and where can I find it?

The Accessibility Toolkit is a tool for accessibility in the **Metacampus** that can help teachers and organisers analyse accessibility in their courses as well as identify and solve potential problems. **Please note:** The Accessibility Toolkit can only evaluate certain parts of a course, including text and media areas, topic and activity descriptions, quiz questions and pages, but does not analyse the content of files or videos!

The **detailed version** of the toolkit with all its features can be found in the main menu > **More > Accessibility toolkit**.

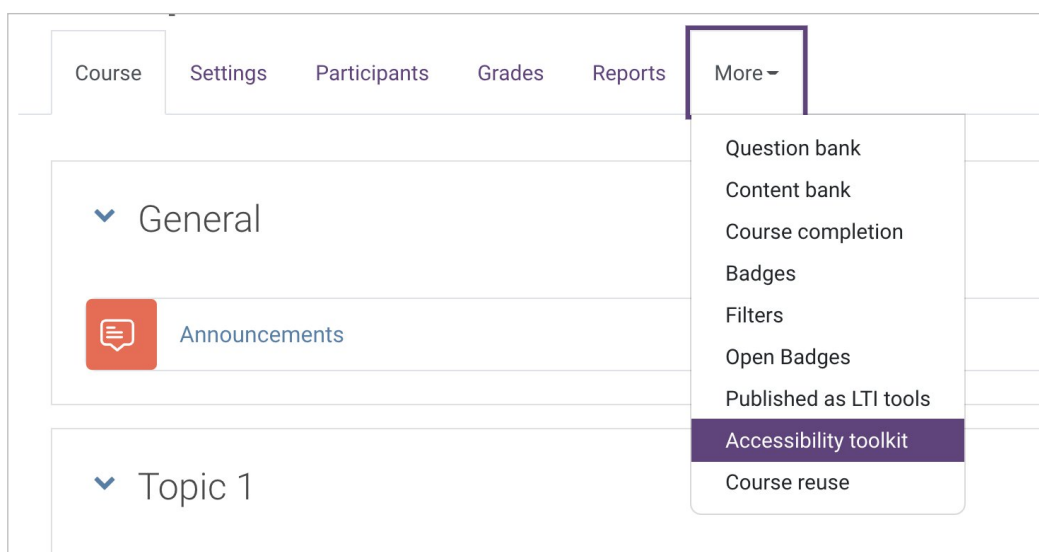


Figure 1: Accessing the toolkit via the main menu

You can also add an **accessibility overview block** of the toolkit to the block drawer of your course. To do so, turn on editing mode and open the block drawer on the right-hand side of the course. Click on **Add a block** and select **Accessibility review**.

1.2 Submitting the course for analysis

If you want to activate the accessibility analysis of your course, click on **Submit for analysis** in the block in the right sidebar.

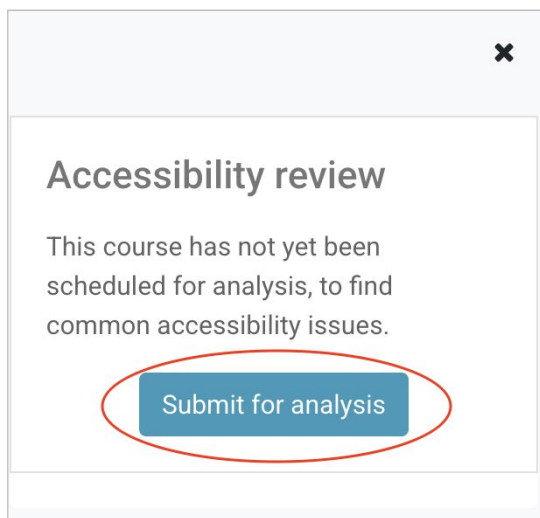


Figure 2: Submitting the course for analysis in the block drawer

Alternatively, you can activate the accessibility analysis via the **main menu > More > Accessibility Toolkit** by clicking on the button **Submit for analysis**.

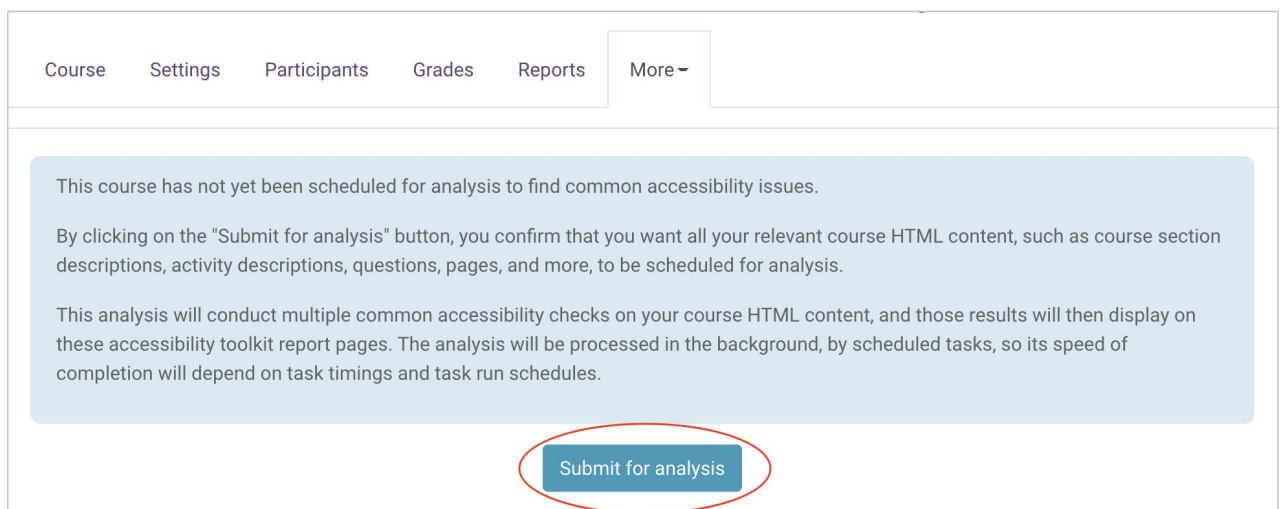


Figure 3: Submitting the course for analysis in the main menu

Your Metacampus space will be analysed using a set of common accessibility guidelines in six categories (images, layout, links, media, tables, text). The Accessibility Toolkit then generates reports on any accessibility issues.

Once the analysis has been activated for the space, all updates, adaptations and additions within the course will be automatically analysed.

1.3 Viewing results

After a few minutes (depending on the size of the space) you will see a **summary of the results** in the block in the right sidebar. There you can see how many error messages there are per type (images, layout, links, media, tables, text).

Accessibility review   

Types	Errors
 Image	1
 Layout	1
 Link	2
 Media	0
 Table	1
 Text	0





Figure 4: Summary of the results

Using the **button with the eye** (first button), you can activate a view that shows in the course which activities passed the test and where errors occurred, using colours and symbols for each activity in the course.



Mark as done

Topic

Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue dui dolore te feugait nulla facilisi. Lorem ipsum dolor sit amet,

Failed - error count: 1

+ Add an activity or resource

Add topic

Week 3

FILE

Sample Assignment

Passed

FEEDBACK

Please fill in the evaluation

Passed

Figure 5: Colour coding

The button with the **download icon** (third button) will download a PDF with the accessibility summary report on your course.

The **statistics button** (second button) takes you to a detailed evaluation where the individual errors are described in more detail. In this detailed view, you can also go directly to the activities that caused error messages and correct them. You can also access this detailed evaluation via the main menu > More > Accessibility toolkit.

Activity	Check	Existing HTML code	Line	Edit
Text and media area - TopicDuis autem vel eum iriure dolor in hendrerit ...	Headers following after H3 headers (the editor large header option) should not break the page heading hierarchy.	<strong style="font-size: 1.17188rem;">Topic	1	Edit
Text and media area - TopicDuis autem vel eum iriure dolor in hendrerit ...	A header needs to contain text to be perceivable.		1	Edit
Text and media area - Text and media area	A link needs to contain text to be perceivable.		1	Edit

Figure 6: Error list

In this detailed evaluation, you can switch between different menus:

- **Error list** shows direct links to the activities where errors have been detected and description of the errors.
- **Activity breakdown** shows which activities are the most likely to cause accessibility issues.
- **Content types** show the number of errors per content type.
- **Summary report** is a report consisting of the information from the first three categories.

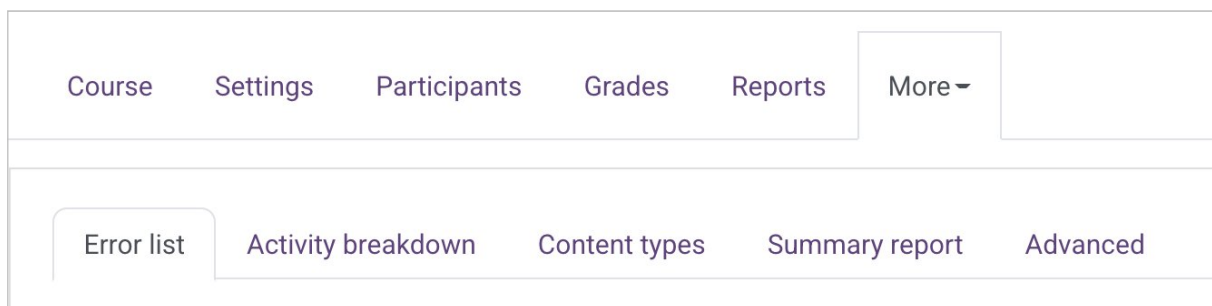


Figure 7: Options in the Accessibility Toolkit menu

1.4 Correcting errors

In the block in the right sidebar, click on the statistics button (second button) or navigate to the error list via the main menu (More > Accessibility toolkit).

Activity	Check	Existing HTML code	Line	Edit
Text and media area - TopicDuis autem vel eum iriure dolor in hendrerit ...	Headers following after H3 headers (the editor large header option) should not break the page heading hierarchy.	<strong style="font-size: 1.17188rem;">Topic	1	Edit
Text and media area - TopicDuis autem vel eum iriure dolor in hendrerit ...	A header needs to contain text to be perceivable.		1	Edit
Text and media area - Text and media area	A link needs to contain text to be perceivable.		1	Edit

Figure 8: List of errors

There you will see a breakdown of the errors found as a table. On the right side of the table, you will find a **link to the activity or element** to correct the error directly (opens in the same window!).

In section 2 Possible errors and solutions by content type, you will find a selection of the most common error messages and possible solutions.

2 Possible errors and solutions by content type

2.1 Links

- Error message: Link text should be descriptive and provide context about its destination.
Solution: Link meaningful terms that indicate where the link leads to. Avoid linking words such as “click here”.
Explanation: People who use screen reader, for example, can view a list of links. Words such as “here” do not indicate which page they will be redirected to.
- Error message: Links opening into a new window should warn users in advance.
Solution: Include a note in the text that the link will open in a new window.
Explanation: It can be confusing for visually impaired people when a link opens in a new window as they will have to search for the page.
- Error message: A link must contain text to be perceptible.
Solution: In a label there is a link in HTML mode, but it is not linked with any text and therefore not displayed. Switch to HTML mode of the editor and add the text or delete the link.
Explanation: For people who use a screen reader, for example, it might be indicated that there is a link available, even though there is no link. People might think that information is not accessible to them.

2.2 Text

- Error message: Bold (b) elements should not be used; "strong" should be used instead.

Solution: In the text editor, switch to HTML mode (button with angle brackets) and substitute `<b>` elements for `<strong>`.

- Error message: Italic (*i*) elements should not be used; "em" should be used instead.

Solution: In the text editor, switch to HTML mode (button with angle brackets) and substitute `<i>` elements for `<em>`.

Explanation: Screen readers ignore formatting like bold or italic, but these are often used to emphasise important information. Therefore, the elements "strong" and "em" should be used instead as they can also be read out aloud by screen readers. In Metacampus, the correct tags are already used if you use the standard formatting options in the text editor.

2.3 Layout

- Error message: No headers make content less structured and harder to read.

Solution: Use heading formats in longer texts. Use the default formats in the text editor or add headings tags like `<h4>` in HTML mode. Avoid making headings only bold or underlined, as this will not mark them as headings.

Explanation: Headings format can be recognised by assistive technology.

Otherwise, screen reader users do not know where headings are in a text.

Headings can also be used by assistive technologies for navigation so that people can navigate to specific parts of a text. Structured text is also generally easier for people to read than long continuous texts.

- Error message: A header needs to contain text to be perceivable.

Solution: In the editor, switch to HTML mode (angle brackets) and look for the empty element, e.g., `<h3></h3>`. Delete this element or add a heading text.

Explanation: Heading formats can be recognised by assistive technologies. If a heading tag is empty, one might think that important information is missing.

- Error message: Headers following after H3 headers (the editor large header option) should not break the page heading hierarchy.

Solution: Switch to the HTML editor (button with angle brackets) and check the correct sequence of heading formats, namely `<h1>`, `<h2>`, `<h3>`, `<h4>` etc. For example, an `<h5>` element should not follow a `<h3>` heading.

Explanation: Headings can be used to navigate a text. If the sequence of heading formats is not correct, navigation is confusing for visually impaired people who use assistive technology, or it might seem that part of the text is missing.

- Error message: The colour contrast between text and background is too low.

Solution: Navigate to the text and media area, switch to HTML mode and define a different background colour.

Explanation: If there is little contrast between the text and background, the text is difficult to read – especially for people with visual impairment or disabilities.

2.4 Images

- Error message: The alternative text 'alt' for images should always be present for image elements, unless the images are purely decorative or have no meaning.

Solution: Navigate to the text and media area via the link. Double-click the image and add an alternative text that describes the image.

Explanation: People who cannot perceive the images or can only perceive them to a limited extent (e.g., due to visual impairment) are dependent on an alternative text that describes the image.

- Error message: The alternative text 'alt' for images should not be longer than the 125 characters allowed.

Solution: Navigate to the label via the link. Double-click the image and shorten the alternative text.

Explanation: Too long alternative text cannot be read by certain assistive technology. The 125 characters comply with an accessibility standard.

2.5 Tables

- Error message: Tables ideally should not be missing headers.

Solution: Switch to the HTML mode of the editor and add a header to your table using the <th> (table head) tag.

Explanation: If a table contains row or columns headers, they must be marked as such. Tables are problematic for people who use screen readers, for example, as they cannot be grasped as a whole and can only be read out aloud line by line. If no headers are defined, it is not clear that a line or row contains titles.



- Error message: Tables should not have any connected cells.
Solution: Create a table without connected cells or provide the information in a different way in case someone cannot perceive the table.
Explanation: Because tables are only perceived line by line by people using screen readers, for example, connected cells might be confusing as they are not clearly assigned to a row/column.
- Error message: In tables, row or column 'scopes' (to assign rows and columns to each cell) should be declared.
Solution: For each table header it should be specified (in HTML mode) what the header refers to (row, column etc.). You can find further explanations on **W3schools**.
Explanation: Scopes indicate whether the heading refers to the column or row so that the context is easier to grasp for people using screen readers.

3 Further information and contact

For any question or inquiries about the Metacampus, please fill in the **Digital Campus contact form**.

Find out more about accessibility for different content types:

- **Tips for accessibility in images**
- **Tips for accessible course layout**
- **Tips for accessibility in links**
- **Tips for accessible media**
- **Tips for accessible tables**
- **Tips for accessible texts**