



Cal Poly

Center for Teaching, Learning & Technology
Academic Programs & Planning

Creating Accessible Course Materials



"It is the policy of the CSU to make information technology resources and services accessible to all CSU students, faculty, staff and the general public regardless of disability."

([CSU Accessible Technology Initiative](#))

What

- Workshops to guide faculty in the creation of accessible course content

Who

- Designed for Cal Poly Faculty and Staff

Why

- Create an inclusive campus community for all students
- Comply with [federal law](#), [WCAG guidelines](#), and [CSU policy](#)
- Align with [CSU Accessible Technology Initiative \(ATI\) requirements](#)

When

- Weekly in-person workshops with hands-on guidance (for document design)
- Quarterly online workshops (Options of self-paced or facilitated) – 2 per quarter
- Available at your request for your department faculty

Where

- CTLT meeting spaces in the Kennedy Library or a location of your choice
- Online via PolyLearn

Workshop descriptions

1. Accessible Document Design (in-person or online)

Step-by-step hands-on guidance to create an accessible Word document and convert to accessible PDF. 90-minutes. Focus on creating an accessible syllabus.

2. Creating Accessible Course Materials (online only – choice of facilitated or self-paced)

Online workshop (4-week duration or self-paced): Create accessible course content:

- PolyLearn content using the text editor
- Documents and presentations (Word, PDF, Excel, PowerPoint, InDesign)
- Video creation and captioning
- Accessibility Action Plan: Culminating activity; faculty choose one course topic to review materials for accessibility, and create a plan for revisions and improvements

Contact

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