**Example of Accessible Word Document**

**Suffolk University Logo**

**Accessible Strategies**

# Curriculum design:

* Choose texts early, make your choices known to your students
* Choose texts that have electronic versions available (call the publisher to inquire)
* If considering an online resource (Connect, journals, etc…) ask ODS to check it for accessibility first
* Determine if podcasts are transcribed before using them, if not contact ODS for assistance
* All videos should have captions or transcripts, contact ODS for assistance with this
* Use a sighted narrator or descriptive video to describe aspects of videos, ask ODS for assistance
* If planning a field trip make sure that the materials and general access to the buildings are accessible
* Use an amplification system if necessary. To better understand what an amplification system is visit Wikipedia or click on this [Wikipedia](http://en.wikipedia.org/wiki/Amplify_systems)) link.