Teaching Online

How to I make my image accessible in PLE?

Photos and graphics require alternative (ALT) text and/or captions, in order to be accessible to students who use screen readers or other assistive technology for disabilities.

In PLE, type a Title into the image properties to add ALT text. Add the Title when you first upload the image, or you can edit the image's details:

1. Go to the PLE page with the image
2. Select **Edit Page**
3. Select the image's **Edit Details** button (This moves you to PLE's Asset Manager)
4. Locate the image; it will say "-currently selected" in the Category column
5. Select **Edit** from the image's Options column
6. Type a **Title** into the Image Properties
7. Select **Save Changes in this Panel**
8. Close the Image Properties; select the (X)
9. Select **Close Manager**

The ALT text will now display as the image's caption.

**Writing Descriptive Text**

The purpose of ALT text is to effectively **describe the image's meaning or context**, so that students can understand it. Descriptive text assists learners with cognitive disabilities, not just those with blindness or vision limitations. Follow these best practices from [Web Accessibility for Instructional Materials](https://www.w3.org/WAI/instructionalmaterials/) and [WebAIM](https):

- Describe the image’s purpose accurately
- Provide context or meaning for the image’s content
- Don't begin with "image of" or "graphic of"; it's redundant
- Be concise and succinct
- Use null or blank (alt="""") ALT for decorative images that shouldn't be read aloud
- Don't place the caption inside the graphic
- Don't place long URLs in the ALT text; link the image or add copyright info elsewhere

**Accessibility Workshop**

CLT offers workshops and instructional design consultations on how to meet accessibility and ADA-compliance standards in your course. Register from CLT Event System, or contact CLT for more info.

- [CLT Event System](#)
- [CLT Workshops](#)
- [Contact CLT](#)