



Checklist: Accessible Teaching

Here is a checklist with some tips on how you as a lecturer can easily make your teaching more accessible to everyone.

- Always speak directly into the microphone and look at the camera. Eye contact helps people to understand the language.
- Ensure that the lighting is good, i.e. good light on the speaker, among other things.
- Word documents, PowerPoint presentations, PDFs, videos or web pages are designed to be accessible, e.g. by using different outline levels and elements so that screen readers can distinguish between the individual levels. You can find more information on this in the *Information Electronic Accessibility*.
- If possible, teaching materials should always be available before the course. This enables students with a visual or acoustic disability to follow the lecture as well as possible.
- If possible, films and video material should be subtitled (this can be set accordingly – for instance in MS Teams).
- It helps if at the beginning of a course, you indicate that it will be possible for the students concerned to contact you directly.
- Under certain agreed conditions, requests for sound recordings should be granted.



General Advice &
Information on Special Needs and
Disability Issues

Diversity & Inclusion

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