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Technology Training and Tidbits

Technology training information, updates, and tips for
Goucher faculty and staff.

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5 Quick Steps to Improve Digital Accessibility

As Goucher continues to enhance **digital accessibility** across its platforms, every staff member plays an important role in making content easy to access and understand for all. Accessibility is more than a legal or technical requirement - it's a commitment to **equity, inclusion, and clear communication**. By designing content that everyone can use, we ensure all students, faculty, and staff have equal access to information, resources, and opportunities to engage fully in the college community.

Creating accessible content also improves usability for everyone. Clear structure, readable text, and descriptive links make documents, email, and web pages easier to scan and navigate, even for users without disabilities. Whether you're preparing a presentation, creating course materials, or sharing updates online, a few small adjustments can make a big difference.

Here are five quick ways to make your content more inclusive:

1. **Use proper heading styles for sections and subsections** (i.e., H1, H2, etc.) in order. Proper heading levels help organize content and allow screen readers to navigate sections easily.

2. **Avoid using color alone to convey meaning.** Colors may not be distinguishable to everyone. Pair color with text or icons to ensure information is clear.
3. **Add alternative text to images.** Alt text describes what's shown in an image so screen readers can convey the information. No need to use the word "image" or "graphic," just keep the description concise and end it with a period.
4. **Provide captions or transcripts for videos.** Captions support users with hearing challenges, while transcripts make content searchable and accessible to all viewers.
5. **Ensure hyperlinks describe their destination.** Use descriptive link text like "View the Accessibility Policy" instead of "Click here" so users know where the link will take them.

Many Microsoft applications, including Microsoft Word, PowerPoint, and Outlook, feature a **built-in [Accessibility Checker](#)** that automatically identifies potential barriers in your content. Run this tool before sharing a document or email to help ensure your content meets accessibility standards and are easy for everyone to use.

For more information and links to resources, review [Goucher's Accessibility Guidelines](#).

Quick Tip: How to Check if the Internet is Broken



Ever wonder if an app or website is down because of your Wi-Fi or if it's something more widespread? Tools like [DownDetector](#) can tell you in seconds. In fact, the recent AWS outage that disrupted several popular online services was first detected and tracked by DownDetector.

Below are a few other useful sites to check when things go a little sideways:

- [IsItDownRightNow](#) - instantly shows if a site's having issues.
- [Pingdom](#) - tracks Internet outages, website uptime, and speed.
- [Outage.Report](#) - collects live outage reports from users everywhere.

Another good tip is large services such as Canvas, Microsoft365, Zoom and others have their own public status pages. You can find these using a quick internet search. So, the next time something's not loading, try one of these tools before calling IT - you might find out the internet really *is* broken!

For more technology news, tips and tricks, view previous editions of the [Technology Training & Tidbits newsletters](#).

IT Training Events

As we prepare for implementation of the new SIS system, IT workshops will be paused temporarily.

In the meantime, we're excited to announce the launch of the [IT Training Hub](#) on SharePoint - a central location for all technology training resources! The hub provides easy access to **training guides, step-by-step tutorials, and materials** from all IT instructor-led sessions.

Whether you want to revisit a workshop, share it with colleagues, refresh your skills, or learn a new tool, the IT Training Hub makes it simple to find what you need, anytime.

Visit the [IT Training Hub](#) to stay up to date, review past sessions, and strengthen your tech skills at your own pace.

To make a training request for yourself or your department, please contact the [Help Desk](#).

For information on other IT technologies visit the [Goucher College Technology Knowledgebase](#).