

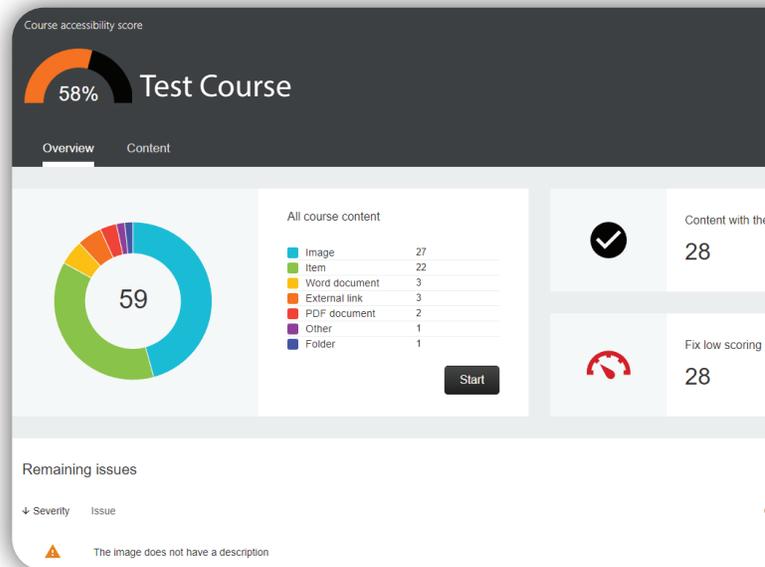
# HOW TO ACCESS THE ACCESSIBILITY REPORT WITHIN YOUR COURSE

The course accessibility report acts as a complement to the existing accessibility indicators. It provides an accessibility summary and overview at the course level.

The report shows instructors this useful information:

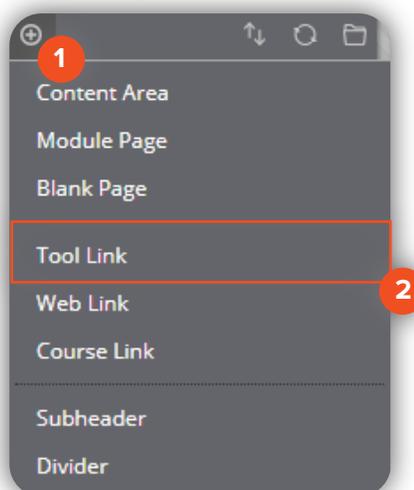
- Accessibility score for the course
- Distribution of course content by content type
- List of all issues identified in the course

Instructors see their course content items that have issues. Instructors can then access the instructor feedback from the report to fix the issue. The report helps instructors determine priority and gives options for order of fixing. For example, "Content with most severe issues" and "Content that's easiest to fix".



1. From the course menu, click on the (+) sign.

2. Select “**Tool Link**”.



3. Type “**Course Accessibility Report**” as the name of the tool link.

4. Under type select “**Accessibility Report**”.

Note: leave the “Available to Users” option unchecked as you don’t want this link to be visible to students in the course.

5. Click on “**Course Accessibility Report**” from the course menu to access the report.

A screenshot of the 'Add Tool Link' form. The 'Name' field is circled in red with the number 3 and contains the text 'Course Accessibility Report'. The 'Type' dropdown menu is circled in red with the number 4 and has 'Accessibility Report' selected. The 'Available to Users' checkbox is unchecked. At the bottom are 'Cancel' and 'Submit' buttons.

For more information visit: [Blackboard Help - Course Accessibility Report](#)

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