



Tables Accessibility in Course Design

Design Guide

What are accessible tables?

Accessible tables are tables that are properly configured for all users, including screen readers. Tables are intended for data purposes. They organize content into a grid format making it easy for a user to scan both vertically and horizontally. Accessible tables should have a caption and heading row identified.

How do you make tables accessible?

Use for Data, Not Layout

Tables are intended only for data purposes, not layout. Tables used for layout do not typically have the appropriate header rows identified for a screen reader to call out.



Winter	Spring	Summer	Fall
Celery	Apples	Tomatoes	Pears
Collard Greens	Apricots	Watermelon	Peas
Grapefruit	Asparagus	Zucchini	Pineapples



Define Table Headers & Caption

Tables are most effective when they include a header row or column, and are needed for screen readers to help define row/column data. Ensure your table has a caption describing the data within it.

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 Syllabus	IMPORTANT COURSE THINGS		 Grades
Module 1	Module 2	MIDTERM EXAM	
THINKING PROJECT		Module 3	Module 4
FINAL PROJECT		FINAL EXAM	

Creating a Table in Canvas

When creating a table in Canvas, determine what will be your header row or column. Highlight the relevant cells, then click the table tool, the cell, then cell properties to define the header and its scope. After saving, go back to the table tool and access table properties to turn on the table caption.

► **Read More:** [Insert a Table into Canvas](#)