# Course Schedule Samples (Times New Roman Template)

Content in the schedule can be listed in a table or a series of lists. In either scenario, using a “Heading X” style for each week can be very helpful for students navigating with a screen reader or keyboard.

Below are some possible options.

## Option 1 - Week by Week List

**Note:** The Heading 4 style for each week provides a navigation landmark for students navigating with a screen reader or keyboard. This option is **best for viewing content on a mobile phone.** It also allows flexibility when weeks have different events.

### Module 1 (Heading 3 Style)

#### Week 1, June 1-June 5 (Heading 4 Style)

* **Mon:** Introduction to Course
* **Wed:** Policy and Guidelines - Read [Penn State Policy A.D. 69](https://policy.psu.edu/policies/ad69), and federal guidelines (Readings in Canvas)
* **Discussion Assignment:** Have you or anyone you known ever had a temporary disability?

#### Week 2, June 8-June 12 (Heading 4 Style)

* **Mon:** Accessible Links - Read [Accessible Link Text](https://accessibility.psu.edu/linktext/)
* **Wed:** Headings and styles - Read [Purpose of Headings](https://accessibility.psu.edu/headings/)
* **Discussion Assignment:** How do you think a typical student would benefit from these strategies?

## Schedule Tables

This strategy splits a large schedule table into smaller units which can be confined to one page. Smaller tables are more accessible and usable by users on a screen reader or students with certain reading differences. Please also note the following:

* ***DO NOT MERGE TABLE CELLS*** - This type of cell is extremely difficult for [users on a screen reader to process](https://accessibility.psu.edu/tables/).
* If you use different background colors in the cell, please ensure that [contrast guidelines](https://accessibility.psu.edu/legibility/contrast/) are met. The default formatting in this document meets the guidelines.
* If you need a table which crosses a page, you need to repeat the first row on each page.

## Option 2 - Week by Week Table Vertical

Splitting a large table into smaller chunks is helpful for many students, both sighted and unsighted. It is often easier to view and print.

### Week 1 (Heading 3 Style + Table)

|  |  |
| --- | --- |
| Dates/Times/Assignments | Topics and Details |
| M June 1 Topic | Introduction to Course |
| Mon Reading | N/A |
| W June 3 Topic | Policy and Guidelines |
| Wed Reading | 1. [Penn State Policy A.D. 69](https://policy.psu.edu/policies/ad69), and
2. federal guidelines (Readings in Canvas)
 |
| Weekly Assignments | Discussion: Have you or anyone you known ever had a temporary disability? (Due next Wed at 11 AM) |

### Week 2

|  |  |
| --- | --- |
| Dates/Times/Assignments | Topics and Details |
| M June 8 Topic | Accessible Links |
| Mon Reading | * [Accessible Link Text](https://accessibility.psu.edu/linktext/)
 |
| W June 10 Topic | Accessible Headings and Styles |
| Wed Reading | * [Purpose of Headings](https://accessibility.psu.edu/headings/)
 |
| Weekly Assignments | Discussion: How do you think a typical student without a registered disability would benefit from these strategies? |

## Option 3- Week by Week Table Horizontal

### Module 1 (Heading 3 Style)

Module 1 covers....

#### Week 1 (Overview) (Heading 4 Style + Table)

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Topic | Reading | Assignment Due Dates |
| M June 1 | Introduction | Syllabus Review |  |
| W June 3 | Policy and Guidelines | [Penn State Policy A.D. 69](https://policy.psu.edu/policies/ad69) | Discussion Board 1 (Canvas)**Due:** Wed June 10 11 AM |

#### Week 2 (Links and Headings) (Heading 4 Style + Table)

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Topic | Reading | Due Dates |
| M June 8 | Link Text | [Accessible Link Text](https://accessibility.psu.edu/linktext/) |  |
| W June 10 | Headings and Styles | [Purpose of Headings](https://accessibility.psu.edu/headings/) | Discussion Board 1 (Canvas)**Due:** Wed June 17 11 AM |