



*online*  
**COURSE**  
S T Y L E G U I D E



# online learning reference

This Online Style Guide establishes a UVU online learning brand that promotes accessibility, consistency, and quality. This guide includes consistent visual and navigation design elements to make learning in an online environment more intuitive.

As we work together to continuously improve the quality of UVU's online courses and programs, consistency and simplicity principles as conveyed in this Online Style Guide will contribute to student success.

# image

## BANNERS / SUPPLEMENTAL PHOTOS

The image of the University is not just accomplished in color or logo usage but also in the photographic imagery we choose to represent UVU. We express the pride we feel for the institution by showing the exciting and diverse experiences available here. Subject matter of photos should reflect our University mission and core themes of Engaged, Inclusive, Serious, and Student Success. University Marketing & Communications has an extensive photo library available to the University. You can also schedule a photographer to shoot for your department or event.

### IMAGE DOWNLOAD

**UVU Marketing** – [uvu.edu/marketing/photography.html](http://uvu.edu/marketing/photography.html)  
**ADOBE Stock** – [stock.adobe.com](http://stock.adobe.com)

**Course and Homepage banners should reflect the general feel, values, and subject of the course or department. Only single, professional photographs are appropriate for banners. Photos from the UVU photo library are also appropriate for use within banners and course content.**

**The Office of Teaching and Learning has a license through Adobe Stock. Image requests can be made using the file number.**

### HOME PAGE BANNER

This image appears beneath the course title on the Home Page and above the course description.

**Size** – 1100 x 300 px

**Pixel Aspect Ratio** – 10:3

**Course #** – Bold Caps

**Course Title** – Regular Italic Title Case



### COURSE/MODULE BANNER

This image appears beneath the module title on the Module Overview Page.

**Size** – 1100 x 157 px

**Pixel Aspect Ratio** – 1:7

**Module Title** – Regular Title Case



### BRANDED FOOTER

This is a full width horizontal line accompanied by a black department logo centered beneath.

**Size** – Height: 60 px. Width will be

determined by the logo itself in order to allow for proper proportions without distortion.

## SIZING

### SIZE

When using images on a page, it is best to use an image editor such as Adobe Photoshop CC to scale the images to the final size that you want to use.

**Example:**

If your image is 800px wide, do not resize it with HTML to  
.

Scaling images down with HTML may cause loading issues. Do not stretch images to fit the container or area on a page. Images must maintain their aspect ratio. Scaling up an image will pixelate it, or force the image to appear out of focus. Images should not be larger than the width of the current UVU Online Course Template. (1100px)

For images that require a transparent background, it is recommended to use .png files rather than .gif files.

Image file names should use lowercase letters, and, in cases where there is a space, it is recommended to use a dash or underscore.

**Example:**

image-title.jpg or image\_title.jpg

### SRC

The path to the file you want to use.

### ADOBE PHOTOSHOP CC RE-SIZING

- Open Image in Adobe Photoshop CC.
- Go to: Image > Image Size
- Set Resolution to: 72
- Ensure “Width” and “Height” settings are linked with chain icon to maintain proportion
- Set measurement to “pixels”
- Set Width to 1100 pixels
- Save image as a .png or .jpeg

**For Banners** – After resizing image to 1100px wide, Canvas will automatically trim to height an image taller than 157px/300px.

### ALT

The text that will display if the image can't be loaded. The alt tag is also what is read by a screen reader to help with accessibility. All images should have proper “alt” tags or be marked “decorative.”

### TITLE

(optional, recommended) = text that displays when a user hovers over an image or HTML tag.

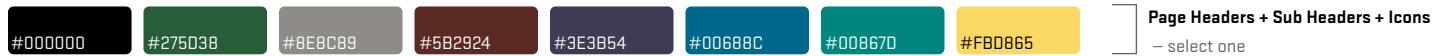
### NOTE

Images with flattened text (text embedded in the image) require properly tagged “alt” and “title” attributes.

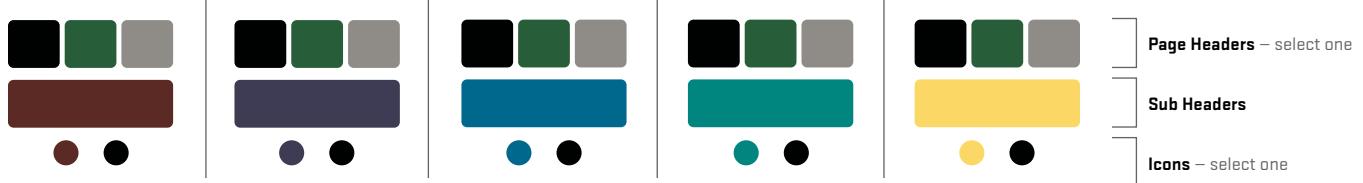
## COLORS

The online course color palettes use the complementary color palette as outlined by the official UVU University Style Guide. Color can strengthen the quality of design, but proper usage is essential for building a consistent visual representation of the University. These palettes have been carefully selected to enhance student success in online courses through consistency and optimized contrast and readability.

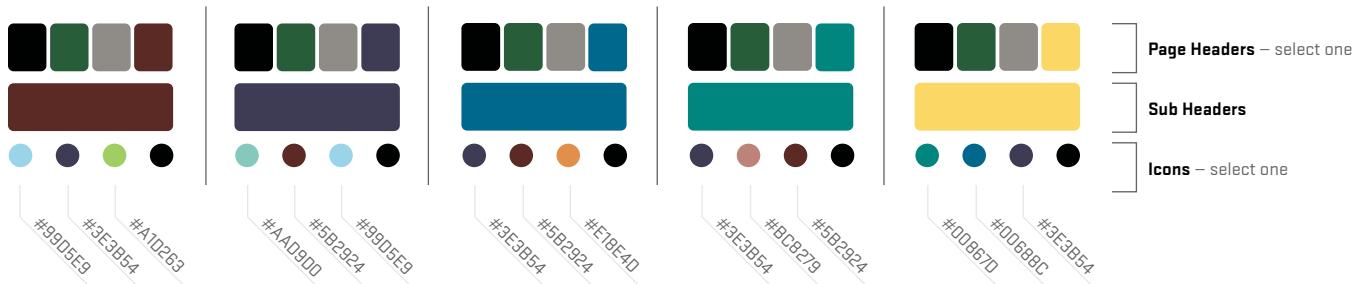
### MONOCHROMATIC



### DICHROMATIC



### TRICHROMATIC



Colors should only be used as outlined within their specific groups/palettes.  
 \*Expanded color options are available via consultation with the Office of Teaching and Learning.

## ICONS

### ICONS

UVU online courses use the Font Awesome icon set. Icons visually represent an idea. Consistent icons facilitate faster navigation and connection to ideas.

Certain Icons have been set aside and must be used according to their assigned titles (see universal icons to the right). If an icon represents something in one section, it should represent that same thing in other sections. Additional icons may be implemented after consultation with the Office of Teaching and Learning.

#### Full Icon List:

<https://fontawesome.com/icons?d=gallery&m=free>

### HOME PAGE

-  Syllabus
-  Instructor Info
-  Modules

### INSTRUCTOR INFO

-  Name
-  Email
-  Phone
-  Department
-  Office Hours

### SYLLABUS

-  Course Description
-  Course and Program Outcomes
-  Prerequisites and Needed Skills
-  Fees, Materials, and Technology Tools
-  Grading and Late Work Policy
-  Assignment and Assessment Descriptions
-  Policies and Academic Services
-  Canvas Support
-  Websites
-  Technical Support
-  Course Overview and Schedule

### CONTENT

-  Read
-  Watch
-  Discuss
-  Review
-  Complete
-  Submit
-  Looking Ahead

## TEXT

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### STANDARDS

Lato, the Canvas default font, is the standard font to be used within Canvas pages for UVU online courses. Documents within courses should utilize fonts from the preferred sans-serif fonts listed on this page.

Do not underline text. Underlines should be reserved for links. Use other methods of emphasizing text, such as bold, italics, headers, etc.

Body/paragraph text within UVU Canvas courses should be black. We recommend a limit of three or fewer fonts and font colors within any pages or documents.

**We do not recommend or support Comic Sans MS or cursive fonts.**

### SIZES

The Office of Teaching and Learning has set the header font sizes for online courses.

Header 2: 21pt (banners: Home Page, Syllabus, Course/Module Overview)

Header 3+: 18pt (full width sub banners: Modules home page, Content/Assessment)

Header 3: 14pt (partial width sub banners: Syllabus, Instructor page)

Header 4: 14pt (Text headers on white)

Paragraph: 12pt (Standard paragraph text)

### PREFERRED SANS-SERIF FONTS

Arial

**Arial Black**

Geneva

Helvetica

**Impact**

Lato

Lucida Grande Regular

**Lucida Grande Bold**

Tahoma

Trebuchet MS

Verdana

fonts

## ACCESSIBILITY

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### L.I.S.T. Fonts & Colors

#### LINKS

Link text should provide context as to where the link will take the reader. The text should be in a contrasting color and underlined.

#### IMAGES/MEDIA

Describe images with captions, provide alternative text to describe the content and function of images, and include any text that is part of any image. Captioning should be provided for videos and transcripts should be provided for audio.

#### STRUCTURE

Structure documents and pages to ensure proper reading order for the content of the page by using built-in styles to create headings, lists, and columns. Properly distinguishing reading order allows text-to-speech or screen-reading software to read the information in a logical order.

#### Headings

Create a logical hierarchy for your content by using the built-in heading styles. Avoid using font size, bolding, underlining, etc. to format your headings.

#### Lists

Use built-in list styles to properly format your lists and ensure they are appropriately nested (hierarchy of bullets and sub-bullets, etc). Avoid using spaces, tabs, and returns to format your lists.

#### Columns

Use built-in column styles in documents to properly format your columns. Avoid using spaces, tabs, and returns to format your columns.

#### TABLES

Ensure tables have column and/or row headers and only use tables for data not for layout. Avoid split and merged cells when possible. Break more complex tables into two or more simpler tables. For more complex tables provide a link to a text alternative that contains the same information.

#### FONTS

Use accessible fonts that are simple. Avoid overly decorative fonts. The sans-serif fonts such those listed under the TEXT section are preferred.

#### COLORS

Do NOT use color as the sole indicator of meaning and ensure sufficient contrast between background and foreground colors.



If you have questions about the online  
course guidelines that are not answered  
in this volume, do not hesitate to  
contact our office.



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