Accessibility in a Nutshell

Training Handout

## Training Agenda

* Federal regulations
* Accessible documents
* Videos and Audio
* Other Basics
* Universal Design

## Federal Regulations

* Section 504 and 508 of the US Rehabilitation Act
* Title II of the Americans with Disability Act of 1990
* WCAG 2.0 AA Standards
* OCR Rulings involving online education

## Formatting Documents

* Use Styles in Word documents
* Formatting Documents
* Use Styles in Word documents

## Saving Accessible Documents

* Word Documents
  + HTML coming in the future
  + HTML is most accessible
  + Also easiest to use on handheld devices
  + Working on finding an easy way to create HTML content for Blackboard.
* For PC and Mac: Save as a PDF
* On PC: Be sure to check that “Document Structure Tags for Accessibility”
* On Mac: Then tag document using Adobe

## Power Points

* Use Standard Layouts in Power Point
* Enables correct reading order
* Drawn text boxes will not be read in a screen reader
* Outline View to Ensure reading order

## Saving Accessible PowerPoints

* For Mac: Export as a PDF
  + Then tag document using Adobe
* For PC: Save as a PDF
  + Options “Document structure tags for accessibility”

## Accessible Documents

* Images have alternative text, title and description
* Select image
* Right click
* Select Format Picture
* Select Layout and Properties Icon
* Write title
* Describe picture
* This step is the same for Power Points and Word.
* Graphic text must be an accessible image
* Add an alternative text, just like any other image

## Accessible Documents

### Steps to Accessible Tables

* Know how many columns and rows you need.
* Make sure your table is not wider than the page.
* Insert table, do not use the draw table option.
* Identify the header row and restrict to page width
  + Select top row of table
  + Right click
  + Choose table properties
  + Select row tab
  + Check box “repeat as header row at the top of the page
  + Uncheck “Allow row to break across pages.”
* Assign alternative text to the table.
  + Select Table
  + Right Click
  + Select Table properties
  + Select Alt Text
  + Write the title of the Table in the title box
  + Describe the significance of the table in the description box. If your description is over 140 characters, then a long description will be required
  + Do nots….
    - Use draw table tool.
    - Create a page layout with tables.
    - Merge cells.
    - Split cells.
    - Use blank rows or columns.

### Charts and Graphs

* Essentially they are images
* Require Alternative Text
* Most require long descriptions

### Long Descriptions

* Used when image cannot be described in an alt text.
* Two ways: Link to another page in website or link to a PDF.
* Inside the Description box
* simple add a hyperlink to either webpage or PDF.
* Use a Descriptive Link
* Only include text on long description
* Use Headings, if needed.

## Color

* Don't rely only on the appearance of the font (color, shape, font variation, placement, etc.) to convey meaning.
* Sufficient color contrast is provided
* WebAim has a color contrast checker

## Fonts

* Use real text rather than text within graphics.
* Select basic, simple, easily-readable fonts. (preferably san-serif)
* Use a limited number of fonts.
* Ensure sufficient contrast between the text and the background.
* Avoid small font sizes.
* Limit the use of font variations such as bold, italics, and ALL CAPITAL LETTERS.
* Use Styles instead

## Basics

* No use of flashing or blinking content
* May cause seizers and/or headaches in some users
* Descriptive Hyperlinks are titles of websites, avoid “click here” or URL/web address
  + Avoid using URLs
  + Name the link
  + Example
    - Use this: Learning what to write as proper link text can be confusing, but you can learn more by visiting [Descriptive Links Accessibility.](http://oregonstate.edu/accessibility/descriptivelinks)
    - Instead of: Learning what to write as proper link text can be confusing, but to learn more [click here.](http://oregonstate.edu/accessibility/descriptivelinks)

## Navigation

* Websites and documents can be navigated with the keyboard.
* Test your page by using your Tab and Tab+Shift keys.
* Navigation tabs are consistent on each web page
* Most website programs automatically provide consistent navigation

## Videos and Audio

* Media with only audio includes transcripts
* Videos have synchronized captions
* Instructional tip –
  + Once you have a caption file, you can easily acquire a transcript.
  + Upload the transcript to your online course for student use.
    - Studying
    - Reviewing material
    - Highlighting important text and following along as they watch the video

### Movie Captioner

* Purchased for all TTU by Worldwide eLearning
* Create your own Captions
* Upload video, write captions
* Especially easy with transcript

### Amara.org

* Helps you create caption files
* Allows you to merge a caption file and a YouTube video you do not own

### YouTube

* Can upload caption file
* You can write your own captions
* You can upload transcripts to set timings to video.
* You can have YouTube use voice recognition software to write your captions,
* Seldom accurate and will need to be correct, which can be time consuming.

## Universal Design for Online Courses

* Course website is organized and design is consistent from page to page:
  + Course content is accessed within minimal clicks
  + Images are only used to supplement understanding of text, avoid decorative images
  + Refrain from flashy and decorative backgrounds
  + Tables and graphs are explained in text
* Communication plan is clearly explained and includes how/where to contact instructor.
  + Basic course announcements
  + Questions about coursework
  + Discussion forum for module questions
  + Personal problems
  + Email instructor
  + Blackboard messaging
* Learning materials in the course are presented in more than one format:
  + Presentations
  + Wikis
  + Blogs
  + Videos
  + Audio
  + Others as needed
* Variety of assignments are provided to increase motivation:
  + Discussion boards
  + Projects
  + Online activities
  + Readings
  + Guided notes with lectures
  + Others as needed
* Other Suggestions for UDL
  + Course offers supplemental material for relearning and extension.
  + Synchronous discussions and chats are at a moderate pace and recordings can be accessed after a discussion event.
  + Videos include full transcripts, including both audio transcript and video/visual descriptions.