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.