10 Steps Closer to an Accessible Course

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10 Steps Closer to an Accessible Course

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Introductions

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Digital Accessibility?
Why? It’s the Right Thing to Do

• Universal Design for Learning (UDL).
• Proactive, not reactive.
• Accreditation.
Why? It’s the Law

- Americans with Disabilities Act of 1990
- Sections 504 & 508 of the Rehabilitation Act of 1973
- US Department of Justice, Civil Rights Division
Why? Increasing Litigation

- University of Colorado Boulder (2014)
- University of Montana (2012)
- Many others...
What should I be doing?
Structure
Structure: headings

Use built-in Heading Levels.

Use levels in the proper order.
Structure: lists

Use built-in List styles appropriately.

- Bulleted lists
- Numbered lists
Font
Font: Sans Serif

Use a Sans Serif Font for online.

<table>
<thead>
<tr>
<th>Sans Serif</th>
<th>Serif</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arial</td>
<td>Times New Roman</td>
</tr>
<tr>
<td>Calibri</td>
<td>Garamond</td>
</tr>
<tr>
<td>Tahoma</td>
<td>Bookman Old Style</td>
</tr>
<tr>
<td>Verdana</td>
<td>Lucinda Calligraphy</td>
</tr>
</tbody>
</table>
Font: Color & Contrast

Can you read me?
Font: Contrast!

Can you read me now?
Links
Links: Descriptive Text

Course Schedules

versus

https://webproc.mnscu.edu/registration/search/basic.html?campusid=072&_ga=1.153158648.1721550958.1412352512
Links: Tips for Accessible Links

Avoid “click here” and “read more.”

Do not add the word “link.”

Include URL address within parentheses if you expect students will print:

Google (http://google.com).
Images: ALT Text

Knowledge is power
Images: Description field

Add your ALT text here
Images (7.3)

What about complex images?
Scanned Documents
What could possibly go wrong?
Scanned Documents: Text or Image?
PDFs
PDFs: Accessible Format
PDFs: Save As

Save as an accessible document.

Enable accessibility settings.

[Image of PDFMaker settings]

- Convert document information
- Create PDF/A-1a:2005 compliant file
- Enable Accessibility and Reflow with tagged Adobe PDF
- Include non-printing information
  - Document properties
  - Document structure tags for accessibility
Tables
Tables

- Designate column and/or row headers.
- Repeat header rows (Word).
- Do not merge or split table cells.

<table>
<thead>
<tr>
<th>f16 (lightmeter) exposure</th>
<th>f135 (Holga 120 WPC) exposure</th>
</tr>
</thead>
<tbody>
<tr>
<td>set to ISO100</td>
<td>for most Fuji, Kodak films with ISO100</td>
</tr>
<tr>
<td>1/2000 Secs</td>
<td>1/30</td>
</tr>
<tr>
<td>1/1000 Secs</td>
<td>1/15</td>
</tr>
<tr>
<td>1/500 Secs</td>
<td>1/8</td>
</tr>
<tr>
<td>1/250 Secs</td>
<td>1/4</td>
</tr>
<tr>
<td>1/125 Secs</td>
<td>1/2</td>
</tr>
<tr>
<td>1/60 Secs</td>
<td>1 s</td>
</tr>
<tr>
<td>1/30 Secs</td>
<td>3 s</td>
</tr>
</tbody>
</table>
Presentations
Presentations: Content Considerations

Use a unique title for each slide.

Verify all content appears in “Outline View.”
Presentations:
Audio, Visual, & Navigation

Add speaker notes.

Provide a transcript if using audio or other media.

Link out to media rather than embedding.
Accessibility Checkers
Accessibility Checkers: Microsoft Office

• All Microsoft Office 2010 products and higher.
  • Not available for Visio.
  • Not available for Microsoft Office for the Mac.
• Go to File + Info + Check for Issues + Check Accessibility.
Accessibility Checkers: Web Pages

- WAVE for Firefox
- Section 508 Tester
- Manual testing
- Screen readers:
  - NVDA (NonVisual Desktop Access)
  - JAWS (Job Access With Speech)
Multimedia
Multimedia: The Elephant in the Room

Challenges?

Advantages?
Multimedia: Audio Transcripts
Multimedia: Video Captions or Subtitles

YouTube search: classroom management, cc
What’s holding you back?

- Time?
- Lack of leadership?
- Funding?
- Knowledge?
The Time to Act is Now

• Educate yourself.
• Collaborate with others on campus.
• Devise a plan.
• Start with small changes.
• Find a champion.
Self Help Resources

- **Portland Community College**
  http://www.pcc.edu/resources/instructional-support/access/

- **WebAim**
  http://webaim.org/
  http://webaim.org/techniques/word/

- **National Center on UDL**
  http://www.udlcenter.org/

- **UDL Learning Module**
  http://fltpsid.info/UDLModule.php
Questions
Resources

**Minnesota STAR Program**: http://mn.gov/admin/star/accessibility

**Minnesota Learning Commons - Web Accessibility Project**: http://mnlearningcommons.us/app/custom/project/WebAccessibility

**MN Learning Commons - Accessibility Resources** (Web Accessibility Site): http://www.normandale.edu/onlineeducation/mnlcaccess2014/

**W3C - Web Accessibility Initiative**: http://www.w3.org/WAI/gettingstarted/Overview.html

**DO IT (University of Washington, Seattle)**: http://www.washington.edu/doit/

**The National Center on Disability and Access to Education (NCDAE) - Cheetsheets**: http://ncdae.org/resources/cheatsheets/

**AHEAD (Association on Higher Education and Disability) - Universal Design Resources**: http://www.ahead.org/resources/universal-design/resources


**ACT Center (University of Missouri)**: http://actcenter.missouri.edu/accessibility/documents.html

**Accessibility site (University of Minnesota)**: http://accessibility.umn.edu/home.html

**Faculty Course Preparation Guide (University of Montana)**: http://www.umt.edu/accessibility/getstarted/faculty.php

**Accessibility site (University of Montana)**: https://www.umt.edu/accessibility/

**Creating Accessible Documents (University of Montana)**: http://www.umt.edu/accessibility/getstarted/documents/default.php

**Web Accessibility Guidelines handbook (Portland Community College)**: http://www.pcc.edu/about/accessibility/

**Accessibility for Online Course Content (Portland Community College)**: http://www.pcc.edu/resources/instructional-support/access/

**Web Accessibility MOOC for Online Educators** (co-hosted by D2L and Portland Community College): https://opencourses.desire2learn.com/cat/


**Creating Accessible PDFs**: http://www.lynda.com/Acrobat-tutorials/Creating-Accessible-PDFs/147579-2.html


**Web Accessibility Trainings (Portland Community College)**: http://www.pcc.edu/resources/instructional-support/access/trainings.html

**Introduction to Screen Readers**: https://www.youtube.com/watch?v=o_mvO6EQ0tM
Acknowledgments

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  – The Law: smlp.co.uk (fotopedia.com)
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  – Speaker symbol: nemo, Pixabay, CC0 Public Domain
  – Document symbol: nemo, Pixabay, CC0 Public Domain
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