Accessibility for All

ADAPTED FROM ACC FOR USE AT BCM
Could you please shovel the ramp?

All these other kids are waiting to use the stairs. When I get through shoveling them off, then I will clear the ramp for you.

But if you shovel the ramp, we can all get in!

Clearing a path for people with special needs clears the path for everyone!
Agenda

► What is online accessibility?
► Why is online accessibility important?
► What we can do to improve accessibility:
  ► Accessible documents
  ► Accessible presentations
  ► Video and Audio
  ► Future accessible items
► Some tools and resources
What is Online Accessibility?

Definition: Accessible means that a person with a disability is afforded the opportunity to acquire the same information, engage in the same interactions and enjoy the same services as a person without a disability in an equally effective and equally integrated manner, with substantial ease of use.
What is Online Accessibility?

- Any online or digital content, instructional material or online information should be designed in a way that anyone can access the material with ease.

- This includes materials such as word documents, powerpoint presentations and any audio/video files we upload.
Federal Regulations: Online Accessibility

- Section 504 and 508 of the US Rehabilitation Act
- Title II of the American with Disability Act of 1990
- WCAG 2.0 AA Standards
- OCR rulings involving online education
- FCC regulations on closed captioning would be required on all of our video content by January 2018
Federal Regulations: Online Accessibility

- Are we on the “naughty list” with the FCC?
- Nobody is perfect when it comes to accessibility, but effort is required.
- It will take time to make the changes, but once done they will carry over to all future classes.
RAT TRAP
LOOK, CHEESE!

HUMAN TRAP
LOOK, AN INTERNET CONNECTION!
Accessibility and Our Students

- Only 12% of students disclose a learning disability.
  - Many are afraid to disclose, many don’t know how or where to go when disclosing.
- Reactionary culture to learning disabilities.
  - Are we waiting to build “the ramp” or is it already there?
- How can we improve student engagement?
  - Move from curriculum specific to learner specific engagement.
Online Accessibility...how can we help our students?

- Provide descriptions of images/videos/graphics
- Provide text for audio
- Consider navigation and ease of use
  - Headings
  - Readability (can an e-reader pick this up?)
  - Captioning of videos
What items can we easily adjust or edit for accessibility

- Word Documents
- PowerPoint Presentations
- Audio and Video files
Accessible Documents: some key terms to help our adjustments

- **Alt Text**: word or phrase that can be inserted as an attribute in a document to tell viewers the nature or contents of an image/table.

- **Headings**: word has different heading styles built in that can be accessed to help with easier accessibility for online documents.
Accessible Documents

- Use Styles in Word
  - Headings (label the important sections of a document)
  - Emphasize text (not bold, italics, etc.)
  - List paragraph for bulleted lists
  - Quotes
  - Book titles
- Save as html instead of .pdf
- .pdf not formatted for mobile
Color

- Do not rely on the appearance of the font to convey meaning.
- Use high contrast
- WebAim has free color contrast checker
Fonts

- Sans-Serif is preferred
- Use limited number of fonts
- Ensure contrast between the text and the background
- Avoid small font sizes
Images in Documents

- Images are any non-text element
  - Clip art, photos, charts, graphs, Word Art, Smart Art, shapes, etc.
- Images should have alt text, title and a description
  - Select image
  - Right click
  - Select Format Picture
  - Select Layout and Properties icon
  - Write title
  - Describe picture (140 character limit)
- Long descriptions
I’m sure glad that medicine and accessibility don’t work the same way.

“Your x-ray showed a broken rib, but we fixed it with Photoshop.”
Do not...

- Use Draw Table tool.
- Create a page layout with tables
- Merge cells
- Split cells
- Use blank rows or columns
Steps for Accessible Tables

- Identify the header row and restrict to page width
  - Select top row table
  - Right click
  - Choose Table Properties
  - Select row tab
  - Select box “repeat as header row at the top of the page.”
  - Uncheck “Allow row to break across the pages.”
Steps to Accessible Tables

- 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 table in the description box. (330 character limit)
Accessible PowerPoint

- Use the Outline View for reading order
- User Style Layouts
- No blank slides
- Can copy and paste outline and save as html
- Save as .pdf (options)
  - Document structure for accessibility
How to add alternative descriptions to images in a presentation

- Open original document
- Right-click image and select “format picture”
- In format picture, click “layout and properties tab
- Open the “alt text” section
- Enter a brief description for the image in the description box (add title for long descriptions)
Charts and Graphs

- Charts and graphs should be treated like images
- Require Alt text
- Most require long descriptions
Long Descriptions

- Used when image cannot be described in the alt text box.
- Two Options: Link to a webpage or link to .pdf
- Inside the Description box
  - Add a hyperlink to either webpage or .pdf
  - User descriptive link
  - Online include text on long descriptions
Tools to help with Microsoft Office Accessibility

➤ Make your documents accessible:
https://support.office.com/en-us/article/rules-for-the-accessibility-checker-651e08f2-0fc3-4e10-aaca-74b4a67101c1
Press Any Key To Start.

WHERE IS THE "ANY" KEY?!
Video and Audio

- Closed Captioning and FCC
- Media with online audio only need transcript
- Videos must have synchronized captions
- Transcripts okay for “talking head.”
Videos and Audio

- Helpful Websites
  - Amara.org
  - Helps merge captions file and a YouTube that you do not own

- You Tube
  - Can upload the caption files.
  - Write your own captions.
  - Upload transcripts and set timings.
  - You can have YouTube user voice recognition software to write your captions.
Navigation

- Websites and documents can be navigated with the keyboard
  - Test by using Tab and Tab + Shift keys
Embedded Web Links

- Avoid “click here”
- Avoid using url
- Name the link you’re using
In NORMAL view, select text/shape/picture you want to use as a hyperlink.

On the INSERT tab in the LINKS group, select “hyperlink.”

In the INSERT HYPERLINK dialog box, under “Link to” click “Place in this document.”

To link to a slide in the current presentation, under Select a place in this document, click the slide that represents the hyperlink destination.

To link to a custom show (a select group of slides) in the current presentation, under Select a place in this document, under Custom Shows, click the custom show that represents the hyperlink destination. Then, select the Show and return check box.
YOU'RE PRETTY NEW TO CLOUD STORAGE, AREN'T YOU?
Helpful Tools

- Accessibility Check in Word
- Texas Tech Online Accessibility Site: https://www.ttu.edu/accessibility/
What does your LMS offer?

- BlackBoard: Rolled out BlackBoard Ally to aid in accessibility.
- Ally: https://vimeo.com/222425152
Ally and Accessibility Tools

- BB Ally for Instructors: https://www.youtube.com/watch?v=u2jI210FUzk
- BB Ally for students: https://www.youtube.com/watch?v=ImA3580tiHU
- Ally Walkthrough Demo: https://vimeo.com/225890208
“BUT MY SITE IS ACCESSIBLE. SEE THE LITTLE HANDRAIL ICONS ON IT?”