

Resources on Accessibility

- **Video from W3C Explaining the Basics of Accessibility:** <https://www.youtube.com/watch?v=20SHvU2PKsM&feature=youtu.be>
- **10 Web Accessibility Topics in 7 minutes:** <https://youtu.be/3f31oufqFSM>
- **40 minute video on Accessible Materials:** <https://youtu.be/YaH39CI0U2s>
- **WAVE: Web Accessibility Checker** <https://wave.webaim.org/>
For checking websites we might link our students to.

ACCESSIBILITY PRIMER

PRIME AREAS THAT NEED CONSIDERATION:

1. Video Captioning
2. Image Tagging and Descriptions
3. Document Readability (thru screen readers)

COURSES MUST BE:

- Perceivable (see and hear)
- Operable (physically maneuverable)
- Understandable (clear and simple)
- Robust (Can use multiple assistive technologies to access)

When you make courses accessible, you increase cognitive ability and availability of students!

How to make accessible documents:

- How to create accessible PowerPoints: <https://support.microsoft.com/en-us/office/make-your-powerpoint-presentations-accessible-to-people-with-disabilities-6f7772b2-2f33-4bd2-8ca7-dae3b2b3ef25?ui=en-us&rs=en-us&ad=us>
- How to create accessible Word documents: <https://support.office.com/en-us/article/make-your-word-documents-accessible-to-people-with-disabilities-d9bf3683-87ac-47ea-b91a-78dcacb3c66d?ui=en-US&rs=en-US&ad=US>
- How to create accessible PDFs: <https://support.office.com/en-US/article/Create-accessible-PDFs-064625E0-56EA-4E16-AD71-3AA33BB4B7ED>
- How to use accessibility checker: <https://support.office.com/en-us/article/improve-accessibility-with-the-accessibility-checker-a16f6de0-2f39-4a2b-8bd8-5ad801426c7f?ui=en-US&rs=en-US&ad=US>

Some checklists...

When creating additional instructional materials in Microsoft Office, keep the checklist below in mind:

Documents

- Can text be highlighted, copied, and pasted?
- Were style headings used? (Click [this external link](#) to learn more about style headings)
- Were style headings used properly so that a heading level was NOT skipped?
 - Good: H1, H2, H2, H3, H3, H3, H2, H2
 - Bad: H1, H3, H3, H2, H5, H4. (for example, H2 was skipped)
- Is there sufficient color contrast between text and background colors?
- Do images (which offer important information not contained in the text) include text descriptions?
- Was the [built-in MS Office Accessibility Checker](#) used?
- View [Creating accessible Word documents from Microsoft Office Support](#) for more information.

PowerPoint Presentation Slides

- Was the PowerPoint created with a template?
 - Can the order of the text in the presentation be verified in the “Outline” panel?
 - When tabbing, does the cursor move in a logical order if it were read aloud?
 - Is there sufficient color contrast between text and background colors?
 - Do images (which offer important information not contained in the text) include text descriptions?
 - Was the [built-in MS Office Accessibility Checker](#) used?
 - View [Creating accessible PowerPoint presentations from Microsoft Office Support](#) for more information.
- Your Text Here

Excel Workbooks

- Do images (which offer important information not contained in the text) include text descriptions?
- Were header rows and column headings specified?
- Was the hyperlink text meaningful?
- Were merged cells avoided?
- Was the [built-in MS Office Accessibility Checker](#) used?
- View [Creating accessible Excel workbooks from Microsoft Office Support](#) for more information.

Video Captioning:

Through YouTube is not very good. All captioning should be checked.

Other resources from the course on Online Learning for Students with Learning Disabilities that might be useful:

For students with ADHD, Learning Disabilities, and Autism: These students do not have vision, hearing or physical disabilities, but they still have difficulty accessing content because of the way the content and the Bb site is organized. One of the best ways to make a course accessible to students with learning disabilities is to make it simple, clear, and easy to navigate. Directions should be repeated multiple times and in multiple formats (written, audio/video, and in Q and A sessions). 1:1 Check-ins with professors or check-ins in small groups can help keep students with disabilities on track.

Microsoft Immersive Reader for Microsoft Office 365 (including Word) Can also be used with One Note, Flipgrid. Reads aloud, changes font, increases spacing, background colors can be changed, syllabus, picture dictionary, labeling, line ruler, Spanish translation, and more. Great for students who need to manipulate content. Can be great for students with dyslexia, English as second language, and students with limited vocabulary. <https://www.youtube.com/watch?v=wHJJCLV-DNg> This can be directly integrated into Canvas. I'm not sure about Bb... if you know, please share!

Excellent article on creating interaction in online courses: Riggs, S. (2020). Student Centered Remote Teaching: Lessons Learned from Online Education. Retrieve from

<https://er.educause.edu/blogs/2020/4/student-centered-remote-teaching-lessons-learned-from-online-education>