RECENT NEWS: INSTITUTIONS ON NOTICE FOR RISK OF EXPOSURE FOR INACCESSIBILITY

We don’t want to end up in the same boat...

“Accessibility means equal access. The ability of all persons, regardless of special needs or disabilities, to access, use, and benefit from everything within their environment.”

Suzanne Anderson McNeil
Assistant Vice President, Student Health and Wellness
Dean of Students Office/Student Affairs
What is the University’s Official Position on Accessibility?

Disability Services at the University of Hartford

What accommodations can be made for students who self-identify?
Section 504 of the Rehabilitation Act (1973) requires that all institutions that use federal funds such as financial aid, are required to comply with these standards to make web content accessible.

Section 508 of the Rehabilitation Act (1973) talks about equal access to programs, opportunities and activities.
BUT HOW DO WE DO THIS?

Some pointers to quickly make adjustments in your courses to ensure accessibility…
The easiest and quickest thing you can do, is to add ALT Tags (alternative text) to images in Blackboard (and any of your images in Word, Excel or PowerPoint files.)
ALT TAGS in Blackboard

1. In your content area, **Create Item**.
2. From the tool bar, **Insert/Edit Image**.
3. Click **Browse My Computer** and attach file.
4. Input **Image Description** and **Title** to create alternative text to describe the image.
ALT TAGS in Office

1. Go to the **Insert** tab and click the **Picture** button, find your image and insert.

2. Right click on the image and **Format Picture**.

3. Click the **Alt Text** tab.

4. Insert a **Title and Description**. Then **Close**.
The second thing you can do to make sure your courses are in good order is to make sure any videos or audio you use in your courses are set up so all students can access them.
Have you ever noticed the CC symbol on YouTube videos?

Try to locate videos that already have Closed Captions (CC). If they don’t have it, consider contacting the creator to see if they can add it. If not, consider providing a text transcript for students and provide it next to your video link in your course.
YouTube has built in functionality to Create Subtitles and Closed Captions on your own videos that you have created and uploaded YouTube:
Two options:

1. Transcripts:
   • Consider using student workers to create a transcript by typing word for word all the spoken text from the video into a Word Document, attach next to any videos uploaded/linked in Blackboard.

2. Captions:
   • University of Hartford has employed a captioning service to help caption videos. See Office of Disability Services.
Adding Transcripts to Ensemble (Uhart’s YouTube) Video embeds in Blackboard:

Upload to Ensemble & then embed into Blackboard.

1. In your Blackboard course go to the video, click the down arrow next to it and then click **Edit**.
2. **Browse My Computer** to search and attach for your text transcript.
3. Your file will show up as attached, then click **Submit**.
Consider your students when uploading your media or content documents into Blackboard.

Vision impaired students use screen reader software to read text to them.

JAWS Demo: Reading a Course Schedule
Browsers have built-in ability to reduce or enlarge the text based on the viewer’s needs (12 pt. text for documents, 18 pt. for PowerPoint)

In Blackboard, use the default size. If you enlarge the font, your browser may display it small, but others may see it large depending on their settings.
TEXT STYLES

Use Styles to Separate Content

Styles, such as paragraphs, headers, etc. help students with screen reader software to navigate content easily.
BLINKING TEXT

Avoid blinking text – Why do we do this?
Avoid underlines –
In the digital age, indicates a hyperlink

Some random **underlined text**…
am I a link?
Some color combinations are very difficult to see… Here’s a chart to help you.

COLOR CONTRAST / VISIBILITY CHART

### Best
- Black / Yellow
- Black / White
- Black / Orange
- Blue / White
- Green / White
- Red / White

### Fair
- Red / Yellow
- Black / White
- Red / Orange
- Red / Black

### Poor
- Red / Blue
- Red / Green
COLOR

Minimal Use of Color

Too much color can be overwhelming, distracting and detract from the purpose of your text.

Do not use ONLY color to emphasize

Use **bold/italics**. Screen readers cannot “read” color.
Documents and content embedded in Blackboard or shared with students should follow prior suggestions for Media, Images, Text and Color and Layout.
# OFFICE DOCUMENTS

<table>
<thead>
<tr>
<th>Word</th>
<th>Excel</th>
<th>PowerPoint</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Alt Text</td>
<td>• Alt Text</td>
<td>• Alt Text</td>
</tr>
<tr>
<td>• Table Headers</td>
<td>• Table Headers</td>
<td>• Table Headers</td>
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<tr>
<td>• Standard Font Size</td>
<td>• Chart Labels</td>
<td>• Standard Font Size</td>
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<tr>
<td>• Styles</td>
<td>• Don’t use color to emphasize</td>
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<tr>
<td>• Minimal Use of Color</td>
<td></td>
<td>• Slide Titles</td>
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<td></td>
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<td>• Captions/Transcripts</td>
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<td>• Narrate in Notes</td>
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</tbody>
</table>
ACCESSIBILITY CHECKER

Run Office Accessibility Checker

File → Info → Check for Issues (Prepare for Sharing) → Check Accessibility
PDFs & OCR

Text-Based PDFs or Scan to OCR

• PDFs
  – Use PDFs created from word documents or text programs that convert to PDF (able to highlight text in PDF), include a text file with PDF

• OCR
  – scan documents from photocopies/books so it converts to text.
    • Library copy machines scan to OCR
    • Create OCR from scanned documents FREE online
“Doesn’t this seem like a lot of work for one student?”
 COMMON QUESTIONS FROM FACULTY

“What about all the work I’ve already done for this course?”
COMMON QUESTIONS FROM FACULTY

“Who’s going to pay for it?” (money, extra time commitment, etc.)
COMMON QUESTIONS FROM FACULTY

“Can’t I just wait until I have a student with a disability in my course that has requested accommodations?”
COMMON QUESTIONS FROM FACULTY

“Where can I get help?”
Help us help you!
RESOURCES

- The World Wide Web Consortium which sets national & WCAG2.0 international standards for the Web: [http://www.w3.org/TR/2008/REC-WCAG20-20081211/](http://www.w3.org/TR/2008/REC-WCAG20-20081211/)
- See Priority 1 and Priority 2 as they are the most critical [http://www.w3.org/TR/WAI-WEBCONTENT/full-checklist.html](http://www.w3.org/TR/WAI-WEBCONTENT/full-checklist.html)
- Web Accessibility Initiative – for those who are new to web accessibility standards [http://www.w3.org/WAI/Resources/](http://www.w3.org/WAI/Resources/)
- Html code validator [http://validator.w3.org](http://validator.w3.org)
RESOURCES

- Blackboard Course Accessibility Checklist [http://www.temple.edu/cs/training/accessibility/blackboard/CourseAccessibilityChecklist.pdf](http://www.temple.edu/cs/training/accessibility/blackboard/CourseAccessibilityChecklist.pdf)
- Making your content accessible in Blackboard [http://info.uwe.ac.uk/online/Blackboard/staff/guides/accessibleContent.asp](http://info.uwe.ac.uk/online/Blackboard/staff/guides/accessibleContent.asp)
- Palacios, K. (2012, March 23). Adding Alt Text to Images in Blackboard. [https://www.youtube.com/watch?v=uRdxvtT57qg](https://www.youtube.com/watch?v=uRdxvtT57qg)
- Latest on Section 508 Laws [http://www.section508.gov/section508-laws](http://www.section508.gov/section508-laws)
- Section 508 Of The Rehabilitation Act. [http://www.section508.gov/Section-508-Of-The-Rehabilitation-Act](http://www.section508.gov/Section-508-Of-The-Rehabilitation-Act)
- Images: Via subscription service with [http://presentermedia.com](http://presentermedia.com)