The Essentials of Digital Accessibility: Making Instructional Materials and Websites Accessible to Persons with Disabilities

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Presentation Objectives

- Understand the meaning of the term, "electronic accessibility"

- Become familiar with the "CAAC" and the "ESAC"

- Understand the legal basis for electronic accessibility

- Learn the fundamentals for creating accessible electronic and instructional materials and information

- Meet the campus resources who may assist with your electronic accessibility questions

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What is Electronic Accessibility?

- Providing individuals with disabilities a seamless experience in the digital world and ensuring equal access to education life

  - Computer hardware and software

  - Videos

  - Documents

  - Presentations

  - Websites

  - Mobile devices

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The "CAAC"

Campus Accessibility and Advisory Committee

- Disability Services

- PaTS

- Facilities Management

- Faculty Representative

- Office of Legal Affairs

- Student Representative

- Human Resources

- Center for Teaching and Learning

- Safety and Security

- Information Technology Services

Chair: Katherine-Hall Hertel, Ph.D., Associate Dean of the Graduate School

- Housing and Residence Life

- Office of Ethics and Compliance

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Electronic Services Accessibility Committee (ESAC)

- ESAC is a sub-committee of CAAC

- ESAC supports the development of an infrastructure that makes learning accessible to those on campus and in our community through exploring, educating, reviewing and recommending actions related to electronic services, to promote services that comply with current Federal and State standards adopted by the University listed in the Accessibility Website through collaboration and partnering with all stakeholders

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Electronic Services Accessibility Committee (ESAC)

- ESAC working groups:

Group Name	Tasks
Captioning group	Find a campus wide captioning solution, and create captioning guidelines
Legal group	Review current policies and create new ones as needed
Instructional and distance education group	Create accessibility guidelines that comply with Section 508 refresh, create checklist and educate instructors
Web group	Create guidelines for web accessibility, create checklist, and educate web content managers and developers
Information and Communication Technology (ICT) group	Create computer labs, and classroom accessibility guideline and checklist
Public Facing Systems and Software	Creating Guidelines and Audit current public facing systems and software

Foundations

- Americans with Disabilities Act of 1990 (ADA)

  - Title II - State and local government agencies

  - Title III – Public accommodations

- Section 504 - Rehabilitation Act of 1973

  - Programs receiving federal financial assistance

  - Employment practices of federal contractors

- Section 508 and WCAG 2.0 AA standards

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Why is this Important?

- They are your students

- Provide equal learning opportunity

- Comply with UNC Charlotte mission, vision, values, and policies

- Comply with the Federal and State laws requirements

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Hints & Tricks

Font Type and Text Size

- Font Type

  - Use font type that is easy to read such as San-Serif Family fonts. Example: Verdana, Helvetica, Arial

  - Avoid fonts that have flared extensions, or strokes, cursive, monospace and fantasy fonts. Example: Times New Roman, *Curlz MT*, *Blackadder ITC*, *Brush Script MT*, Courier New, **Stencil**

    Font Type Reference*

- Text Size

  - Depends on the font type you select, make sure the size of the font is visual, resizable and readable.

    Text Size Reference**

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Color, Contrast, and Consistent Formatting

- Use text that is editable, not one that is an image (scanned)

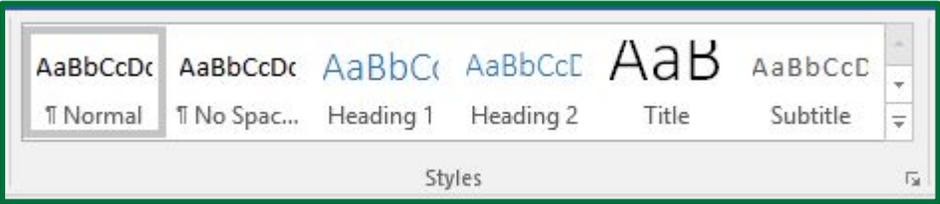- Use high contrast foreground and background colors

- Use consistent formatting for your document. Styles comes with ready to use font formatting that can help and provide accessibility
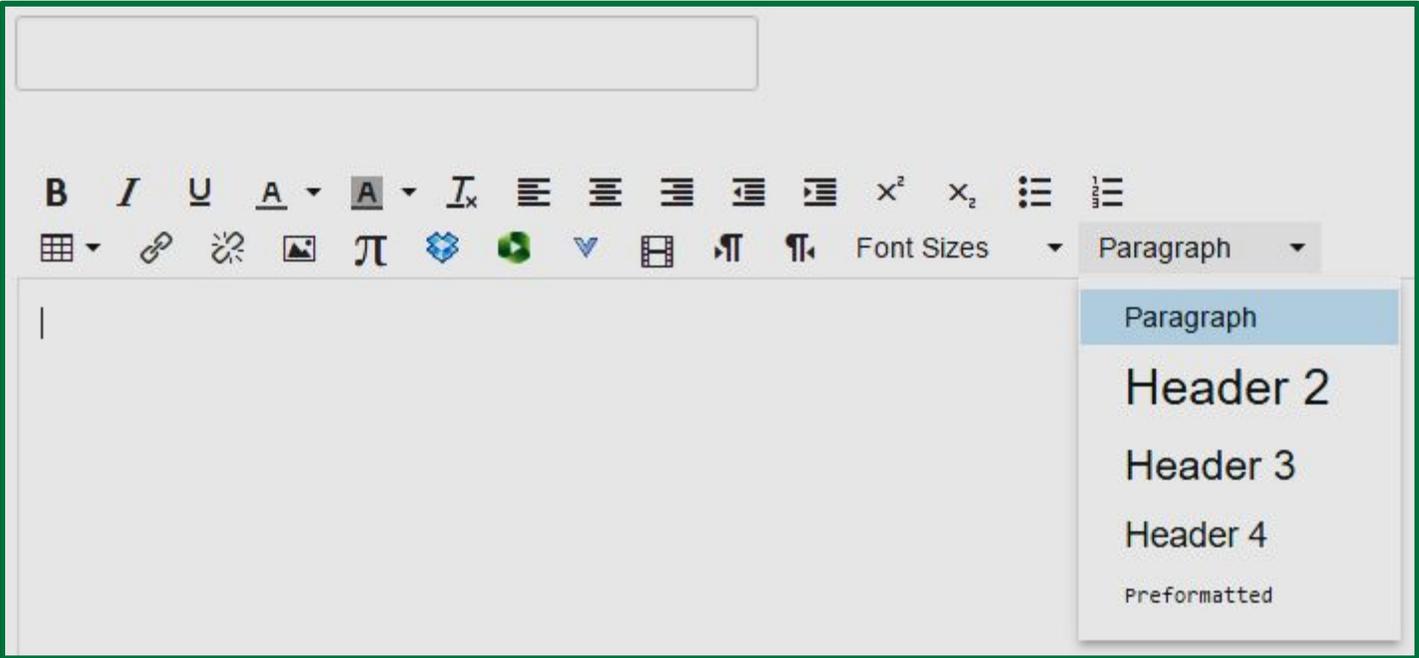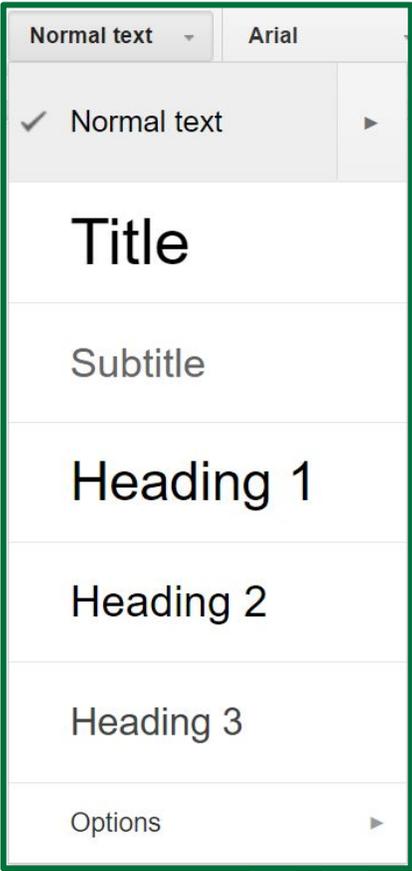
TEXT

Typed text

TEXT

Enlarged image text

High Contrast

* http://webaim.org/techniques/fonts/#fcontrast/

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Styles (Consistent Formatting)

MS Word Styles

Canvas

Google Document

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Using Alternative Text

- Alternative Text is a hidden description for pictures (image, graphic, chart, tables, etc.)

- Alternative Text is accessible by Screen Readers and provide Information about the picture for users who are blind or low vision

- Do not start the Alternative Text with: "Picture of," "Image of," "Table of," etc.

Alt text example: Fretwell building where DS is located

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Captions & Transcripts

- Make sure all video content is captioned

- Make sure all audio content is accompanied by the transcript file

Use the Built-in Accessibility Checker

- Most modern software comes with built-in Accessibility Checker

- Accessibility Checker shows the accessibility errors, why it is an error, and how to fix

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Use the Built-in Accessibility Checker (Cont'd)

Check Accessibility using **MS Word**:
MS Word → File → Check for Issues → Check Accessibility

Full Check using **Adobe Acrobat Pro**:
Adobe Acrobat Pro → Accessibility → Full Check

Additional Workshops

- Instructional Material, Universally Designed
  - 90 minutes workshop
  - The next is on 11/13/2017
  - More information available in CTL [Calendar of Events/ Workshop website](#)

- Universal Design: Documents and Web Access
  - 6 hours workshop in two days (3+3)
  - Certificate provided upon completion
  - Visit the Human Resources (HR) [Learning and Organizational Development](#) website for more information
  - Visit [HR registration](#)page to register

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Instructional Technology Hints

Enhancing Course Materials Using Academic Technology

- Use University Supported Tools / Applications

  - Supported by Information Technology Services (ITS) and the Center for Teaching and Learning (CTL)

  - Application will undergo an Accessibility Review prior to acquisition

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Enhancing Course Materials Using Academic Technology

- Avoid using third-party tools not supported by the University

  - Make sure the tool is accessible before using it in class

  - Request a "Voluntary Product Accessibility Template" or "VPAT" from the vendor. A VPAT is documentation of the vendor's compliance with Section 508 accessibility standards

  - NO VPAT..?

    - Contact the Center for Teaching and Learning or the Office of Disability Services

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Can CTL Integrate a Third-Party Tool with Canvas?

- If the tool is accessible, the answer is probably YES!

- If the tool is not accessible, it cannot be integrated with Canvas.

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Online and Blended Courses

- Extra accessibility vigilance required for online courses

- Students may not readily disclose a disability that causes inability to access course materials

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Quality Matters (QM) Standard - Accessibility and Usability

- Quality Matters (QM) is a faculty-centered, peer review process that is designed to certify the quality of online and blended courses

- Section 8 of QM:

  - Navigation facilitates ease of use

  - Information provided about technologies required in the course

  - Provides alternative means of access to course materials

  - Course design facilitates usability

  - Course multimedia facilitates ease of use

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Thank you

Q&A

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Resources

- Center for Teaching and Learning | Kennedy 202B | 704-687-8080 | ctl@uncc.edu
  - Jeff Meier | Tech Team Manager | jjmeier@uncc.edu
  - Caryl Gordon | Teaching Support Analyst – Advanced | cgordon2@uncc.edu
- Office of Disability Services | Fretwell 230 | 704-687-0040| disability@uncc.edu
  - Gena Smith | Director | gena.smith@uncc.edu
- [Web Accessibility in Mind](#)
- To access these slides online use the following link:
    https://www.dropbox.com/s/c03nuca6eyebq15/The%20essentials%20of%20Digital%20Accessibility.pptx?dl=0

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