

**Accessibility Matters in Education!**  
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## Agenda

- Introduction to Section 508
- Accessible Wimba and Collaborate Sessions

## Section 508

- Rehabilitation Act Amendments of 1998 and states in part:
  - “*Electronic and Information Technology must be equally accessible to people with and without disabilities.*”
- US Department of Education Ruling
  - All states that receive funding through the Assistive Technology Act must comply
  - For funding in your state: <http://nichcy.org/laws/ata>

## Section 508 Compliance

- Making programs, devices, and environments accessible for a *general audience*
  - Not tied to a particular person or disability
- Requires taking generalized action *in advance*
- Accessibility problems arise when *it’s more difficult* for people with disabilities to utilize or access services than it is for those who are not disabled

## Benefits of Compliance

- Accessible for people with disabilities
- US Federal Law (regarding nondiscrimination)
- More usable for all learners using a wide variety of technologies
- Accommodate different learning styles
- Assist speakers of English as second language
- Captions
  - Searched, reviewed, and accessed in environments not audio-friendly
  - Increase comprehension and retention for all audiences
- Expands your reach

## Accessible Wimba and Collaborate Sessions

- Live Online Classrooms - Accessibility Components
  - Content (on-screen delivery of slides, websites, application sharing)
  - Handouts (accessible text version of slides; accessible PPT and other file types)
  - Audio & Interactivity (spoken word – slide text and instructions for participants)
  - Bb (accessibility of product and distribution of accessibility features for participants)

## Getting Started with Accessible (PowerPoint) Content

### Ensure Readability

- Standard slide layouts and text placement
- Unique Title on every slide
- Standard font style
- 6 bulleted points maximum
  - 1-2 lines of text per bulleted point
  - Minimum 24 pt font size

### Avoid Color Coding

- Ensure color is not the sole means of conveying important information

### Provide Sufficient Contrast

- Choose a high contrast color scheme
  - Foreground and background colors
- Ensure background design does not overpower text
- What color scheme is accessible?
  - Dark green background with light green text (Not accessible)
  - Dark green and light green textured background with white text (Not accessible)
  - White background with black, navy, dark green text (Accessible)
- Is this slide design accessible?
  - Orange background with brown and orange leaves, blue and green text (Not Accessible)

### Ensure No Moving Components

- Avoid animated images
- Avoid flickering, blinking, or scrolling text
  - Includes Web Site Content and Application Share Content
- Avoid text animations if distributing PPT or PPTX file; Appear animation is OK in live session
- Avoid slide-to-slide transitions

## Getting Started with Accessible Handouts

### Is this handout accessible?

- PowerPoint, File, Print, Handout with 6 slides per page (Not accessible)
- Instead copy PowerPoint text from “Outline” view into Word, HTML, etc. and must Edit document to make it accessible (Accessible if follow guidelines in next section)

### Semantic Structure

- *Absolutely critical* for accessibility of documents
  - Headings (H1=Title, H2=Section Titles, H3=Sub-section Titles, H4=Sub-sub-section Titles)
    - PowerPoint conversions: slide titles typically become H2
  - Normal (Paragraph text)
  - Strong (instead of bold)
  - Emphasis (instead of italics)
  - Lists – True bulleted or numbered lists in Word
  - Images – Contain ALT text and if needed Long Description
  - Tables – True tables, ALT text, Long Description
  - Table of Contents and Table of Figures

## Accessible Word

- Use Styles to create structure (list provided above)
  - Word: Expand Styles List for more options
  - Word: Change Styles, Style Set, choose visual appearance you prefer
- Add Page Numbers and Table of Contents

## Accessible Hyperlinks

- Descriptive Hyperlinks
- Link text should make sense out of context, describe the destination, be unique
- Avoid Click here, Email me, and fully qualified URLs

## Assistive Technology Aggregated Links

- Technologies and accessibility tools can aggregate links at beginning of document

## Which hyperlink is accessible?

- For information about the Industrial Revolution, [click here](#) (Not accessible)
- There were many inventions during the [Industrial Revolution](#) (Accessible)

## Accessible Images

### Accessibility Requirements

- Section 508 Standards: a) A text equivalent will be provided for every non-text element
  - Images, Charts, Graphs, Tables (and Audio, Video)
  - ALT text required for all image types mentioned above
  - Clear, concise description 100 characters or less
  - If image is purely decorative use ALT = " " (i.e. null text)
  - Some images will also require a Long Description (when ALT text alone is insufficient)

### Long Description

- Example and more information available at WebAIM, Creating Accessible Images  
<http://webaim.org/techniques/images/longdesc>

## Getting Started with Accessible Audio & Interactivity

### Accessible Audio

- Verbalize all slide text
- Ensure elements appear in the order described

### Verbally Describe Images

- Applies to all images, charts, graphs, tables, demonstrations in embedded video
- Describe using identifiers (i.e. title of horizontal and vertical axes, column headings) and not their location (right column, left column, 1<sup>st</sup> row, 5<sup>th</sup> row, etc.)
- Avoid *"As you can see from this slide...."*

### Interactivity

- Allow sufficient time for participants to respond to Text Chat, Audience Polls, etc.
- Don't assume all audience members can see on-screen instructions
- Don't assume all audience members can readily access or respond to information

## Accessible Product – Wimba & Collaborate

- Provide links to software documentation (Manuals, Help Documents, Accessibility Information)
  - Collaborate Accessibility Features
    - <http://www.blackboard.com/Platforms/Collaborate/Products/Blackboard-Collaborate/Web-Conferencing/Accessibility.aspx>
  - Wimba Accessibility Features
    - <http://www.wimba.com/company/accessibility>

## Additional Resources

### USG Accessibility Tutorial

- USG Accessibility Information and Tutorial
  - <http://www.usg.edu/siteinfo/accessibility>
  - Section: Training, Intermediate/Advanced
  - Links to checklists for creating accessible Word, PowerPoint, Excel, PDF documents

### UGA/USG Web Accessibility Group

- <http://wag.uga.edu>
- All are welcome to join the WAG listserv, instructions on WAG website

### Check Color Contrast for PowerPoint Slides

- <http://www.thinkoutsidetheslide.com/color-contrast-calculator/>
- Highlight Text, right click, select Font
- Select drop-down arrow for Font Color
- Select More Colors
- Select Custom tab
- Write down the Red, Green and Blue numeric values for your color choice
- Change the color in the color box to the closest approximation for your background color and write down those numbers
- Visit Think Outside The Slide website, plug in the numbers
- If pass, OK to use
- If fail, choose other colors that have more contrast (i.e. lighter font or darker background)

### Convert PowerPoint to Text Document

- In PowerPoint, select Outline tab
  - Select All text
- In Word
  - Paste Merge Formatting
  - Edit, Clean-up
    - Add Headings
    - Change bold to Strong
    - Change italics to Emphasis
    - Add Images and/or ALT text for Image Descriptions
    - Ensure Descriptive Hyperlinks
  - Add File, Properties
  - Run through Word Accessibility Checker: File, Check for Issues, Check Accessibility and repair problems per instructions provided