



Accessibility of online instructional tools and documents

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x 2136

Students are diverse



```
Behavior |
of the given cell c
which the behavior is acting
c) |
// START DEFINITION HERE
getNext(c, b, get());
// END DEFINITION HERE
```





In order to be accessible, web content must be:

- Perceivable
- Operable
- Understandable
- Robust

Source: W3C Web Content Accessibility Guidelines (WCAG) 2.0, <http://w3.org/TR/wcag20>

**Are your instructional tools
accessible to all students?**

Accessibility of Course Content

- It is possible within Blackboard to have a fully accessible course.
- It is also possible within Blackboard to have a fully **inaccessible** course, by adding inaccessible course content.

Adding an image? Add alt text.

TERRY'S TEST COURSE (BTESTING-TERRY) > COURSE DOCUMENTS > PLAYGROUND > CONTENT ACTIONS

Content Actions

1 Embedded Media Information

Select options for embedded content.

Alignment Left Center Right

Placement Above Below

Set Width

Set Height

Image Target URL
For example, <http://www.myschool.edu/>

Launch in new window Yes No

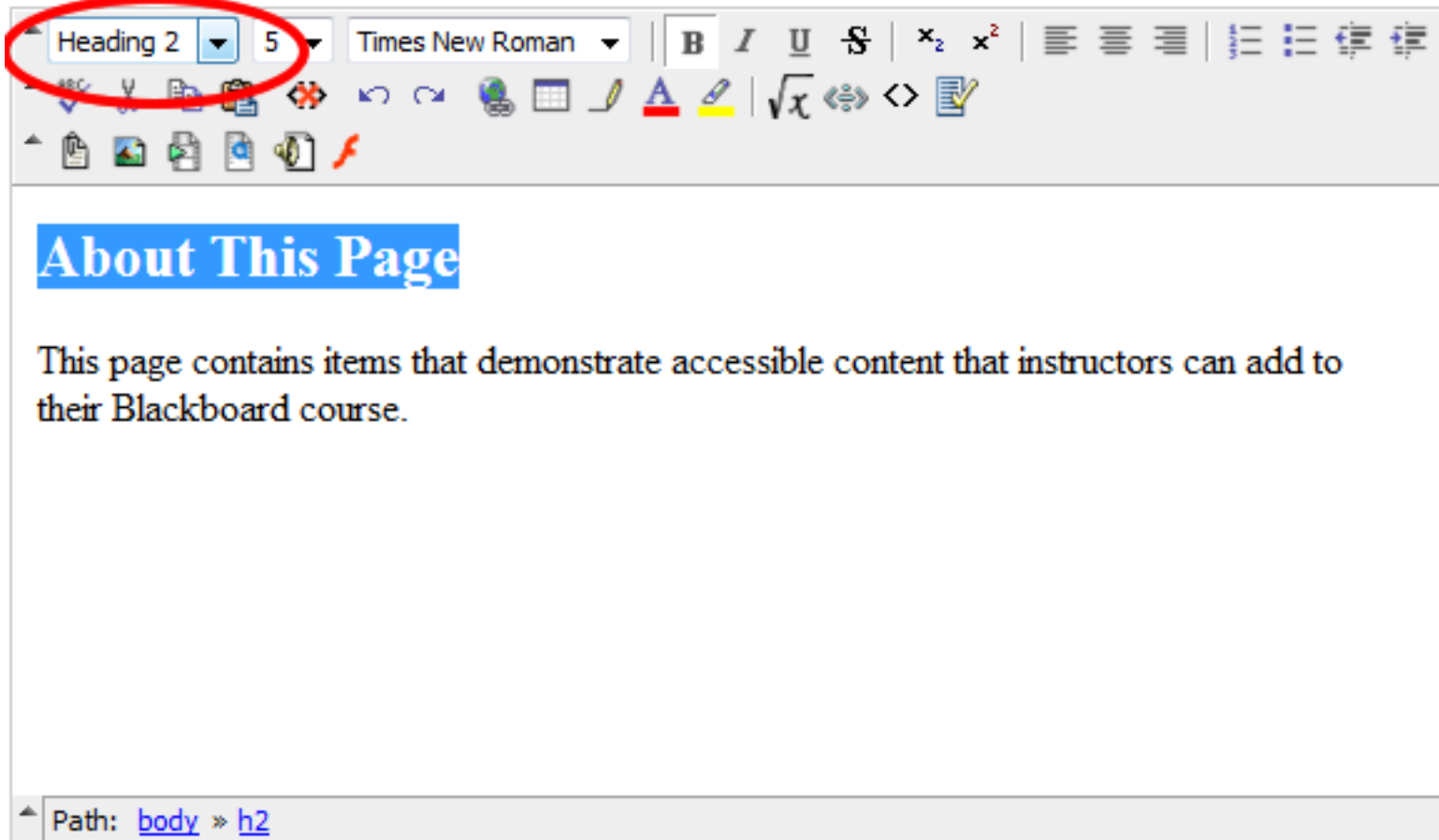
Border

Alt Text

2 Submit

Click **Submit** to finish. Click **Cancel** to quit.

Creating rich text? Use headings.



The image shows a screenshot of a rich text editor interface. The top toolbar is visible, with a red circle highlighting the 'Heading 2' dropdown menu and the '5' dropdown menu. The font is set to 'Times New Roman'. The content area below the toolbar shows a blue heading 'About This Page' followed by a paragraph of text: 'This page contains items that demonstrate accessible content that instructors can add to their Blackboard course.' The bottom status bar shows the path: 'Path: body » h2'.

Heading 2 5 Times New Roman | **B** *I* U ~~S~~ | x_2 x^2 | [List Icons]

About This Page

This page contains items that demonstrate accessible content that instructors can add to their Blackboard course.

Path: [body](#) » [h2](#)

Linking to video? Caption it.



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World Wide Access



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Uploading documents?

Take time to be sure
your documents are
accessible to all students.

HTML

- Highly structured language
- Possible for authors to create highly structured documents
- Possible for authors to create documents with little or no structure
- Structure is well-supported by AT
- Structure facilitates navigation for AT users (and has many other advantages)

Microsoft Word

- Heading structure possible through *styles and formatting*
- Alternate text can be added to images.
- No HTML-like accessible table structure
- Structural information (e.g., headings, alternate text) is communicated to AT
- Most structure is passed on to other file formats when documents are exported

Adobe PDF

- Three general types:
 - Unstructured (image)
 - Structured (embedded fonts)
 - Tagged (optimized for accessibility)

Tagged PDF

- Has HTML-like structure
- Supports alternate text for images
- Supports reflow (text wraps when zoomed)
- Is well-supported by AT
- Many PDF authoring tools and techniques do NOT create tagged PDF
- Untagged PDF docs can be tagged in Adobe Acrobat via the Accessibility menu
- Tags don't make a document accessible. They make accessibility possible.

How to Create an Accessible PDF from Word (in 3 simple steps)

1. Use Word headings (headings should form an outline of the document)
2. Add alt text to images
3. Use Acrobat plug-in to create PDF (printing to PDF does *not* create an accessible PDF)

How to Create an Accessible PDF in Acrobat Pro

1. Convert to text if needed (Document > OCR Text Recognition)
2. Add Tags (Advanced > Accessibility > Add Tags to Document)
3. Touch up accessibility (Advanced > Accessibility > Touch Up Reading Order)
 - Add alt text to images
 - Reorder content
 - Correct content type to better reflect structure

More Resources

- WebAIM
 - Creating accessible Microsoft Word docs
<http://www.webaim.org/techniques/word>
 - PDF Accessibility
<http://www.webaim.org/techniques/acrobat/>
- California State University PDF Tutorials
 - <http://tinyurl.com/y2dnyl2>
- Adobe Accessibility:
 - <http://www.adobe.com/accessibility/>

Still More Resources

- My blog post on this topic:
 - <http://tinyurl.com/29cs69z>
- PowerPoint & Friends:
Accessible Slides on the Web
 - <http://staff.washington.edu/tft/talks/powerpoint/>
- DO-IT
<http://washington.edu/doit>
- These slides
<http://staff.washington.edu/tft>