

# Accessibility, Universal Design, and Our Classes



But first...an introduction...

# When you hear the topic of accessibility...

- ...what first comes to mind?
- ...what do you think it will require from you?
- ...how much time do you think it will add to your already maxed work-load?

# What does it mean to have your course shell and documents ‘accessible’?

- Use of programmed styles in documents
- Writing descriptions in Alt-Text for documents, and in all activities and resources in the course shell
- Using PDFs that are readable
- Videos are captioned

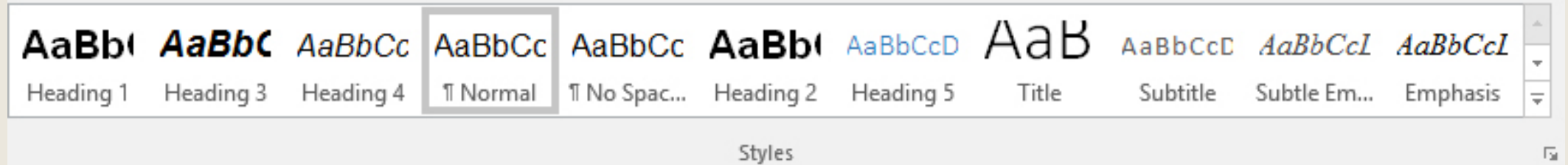
*Basically, that anyone can use your material, regardless of their abilities*

# Do I always have to do this? What if I don't have any students who need accommodation?

- Yes, it's a very good idea to do this ahead of time.
- It takes a lot of time to do it after the fact.
- These measures help *all* students, not just those who need accommodation.
  - *Organization will set you right!*

# Programmed styles in documents: How do I do this?

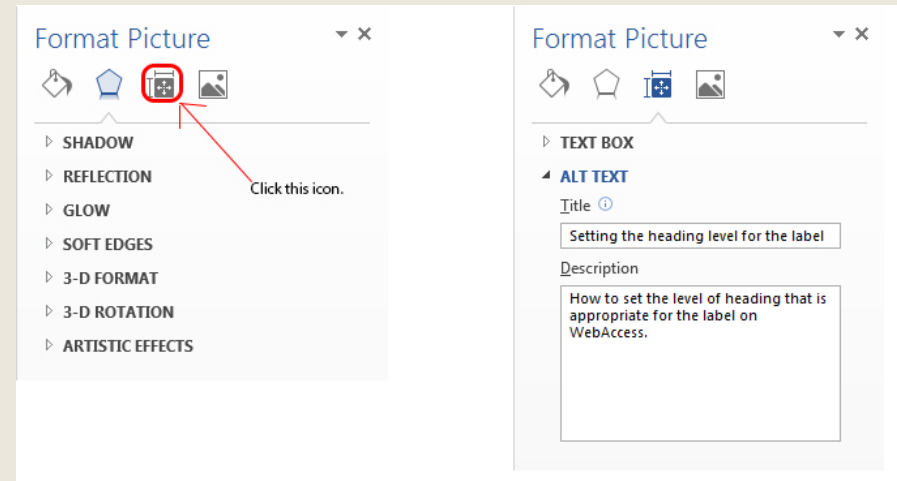
- Microsoft Office and Adobe products have programmed styles



- Use these to create headings in your document
- They also help you format your document quickly!

# Adding Alt-Text: How do I do this?

- In a document, right-click on the image and then click on 'Format picture....'



▼ Answers

Available choices You must provide at least two questions and three answers. You can provide extra wrong answers by giving an answer with a blank question. Entries where both the question and the answer are blank will be ignored.

Question 1

Path: p » img

Answer bailar

- In the course shell, when you upload the image, fill in the information in the dialog box.

# How do I make sure my PDFs are scannable and readable?

- Write documents in Microsoft Word, and then save as PDF.
- Don't scan documents from a copy machine.
- If you use a scanner, make sure that the OCR function is set.
- Search for digitalized PDFs of articles and books from library databases.



# How do I make sure that my videos are captioned?

- Use videos that are produced by production companies.
- Caption your own videos using Camtasia or similar movie making software.
- Use online videos that are captioned.

And now for something completely different...

